

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
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*****Vacancy Announcement*****

PROGRAM: C&A Tribal Security
POSITION: **Security Officer**
Permanent Full-Time
LOCATION: Concho, & Clinton, OK
ISSUE DATE: February 28, 2022 **CLOSING DATE:** Until Filled

GENERAL DESCRIPTION:

Security Officers for the Cheyenne & Arapaho Tribes fall directly under the supervision of the Security Site Supervisor, and the Director of Security. Cheyenne & Arapaho tribal security officers are responsible for ensuring the safety, security, and protection of all tribal employees, clients, and property.

DUTIES:

- Perform various building, property, and welfare checks during the course of your shift
- Complete the assigned documentation including but not limited to; shift logs, daily reports, property checklists, vehicle inspection logs, trip logs, incident reports, and vehicle loss reports.
- Respond to all calls regarding security, and take appropriate action when needed.
- Work directly with law enforcement agencies in regards to investigations, accidents, and conducting safety checks of the facilities.
- Stay informed and up to date regarding laws and practices as defined under the Cheyenne & Arapaho law and order code, and state guidelines as mandated by C.L.E.E.T.
- Be responsible for all equipment maintenance and documentation assigned to the officer and report immediately any broken or lost equipment to the Site Supervisor or Director of Security followed by an incident report.
- All other duties as assigned by the Site Supervisor or the Director of Security.

QUALIFICATION:

- High School diploma or GED certification

- Must possess a valid Oklahoma Driver's License and have reliable transportation
- Must be 21 years of age
- Must be able to attend C.L.E.E.T phase I and II and Use of Force training and obtain a C.L.E.E.T. license as required by Oklahoma state law.
- Must be able to complete C.L.E.E.T Phase IV and the associated MMPI-2 requirement.
- Must be willing to work flexible hours (On Call Status) which will include nights, weekends or over time. Or hours assigned during high alert status.
- Must be computer literate with knowledge of the Microsoft Office suite.
- Must be able to pass a pre-hire drug screening, and submit to random drug testing.
- Must be able to pass a background check.
- Must not have any felony convictions, pending charges, or high risk misdemeanors Such as; DUI, DWI, Thefts, Drugs, Sex Offenses, Domestic violence, Crimes of Moral Turpitude or any other charges as defined by the C.L.E.E.T. licensing requirements.
- Must be in good physical condition
- Must have good oral and written communication skills
- Must have knowledge of safety standards
- Native America or Veteran Preference: all other qualified persons welcome to apply
- Must be able to provide an MVR (Motor Vehicle Report) with none of the following discrepancies for vehicle insurance purposes.

Commercial Automobile Coverage

Driver Guidelines:

The insurance carrier has established MVR guidelines to assist you with respect to placing employees in driving positions. Employees with the following violations on their records would not be considered acceptable by the carrier and should not be placed in a driving position by you:

No valid driver's license

Suspended, denied or revoked license

Two or more suspensions with reinstatements

Two or more at-fault accidents

Three or more moving violations

Any combination of three or more moving violations, at fault accidents and suspensions with reinstatements

Any of the following major violations:

Operating under the influence of alcohol or drugs – DUI or DWI

Hit and run

Vehicular homicide, manslaughter or assault

Operating vehicle without permission of the owner

Operating vehicle being used in the commission of a felony

Racing or speed contest

Attempting to elude a police officer

Underage passenger with open container

Reckless or careless driving

Driving on the wrong side of the highway

Liability:

This insurance agrees to pay damages for bodily injury or property damage for which the insured is legally responsible because of an automobile accident resulting from the ownership maintenance, or use of a covered auto. Defense cost is out the limit of liability.

Medical payments:

The insurer will pay all reasonable and necessary medical and funeral expenses incurred by an insured because of bodily injury caused by an accident. The insured is defined as the named insured, the named insureds, employees and guests, and any other person occupying a covered auto. These payments are made without regard to fault.

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyennandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at:
www.cheyenneandarapaho-nsn.gov