



JOB DESCRIPTION

**Bishop Tribal Council
Bishop, California**

Position: Tribal Security Officer
Department: Tribal Police Department
Supervised by: Tribal Police Chief
Pay Range: TBD
FLSA Status: Hourly, Non-Exempt

General Duties: Under the supervision of the Tribal Police Chief, the Security Officer protects the assets of the Tribe by patrolling the Administration Building and surrounding buildings/areas to provide a safe and secure environment for all employees, guests and visitors.

Responsibilities:

- Observes customer/employee activities. Tours building and premises, examining doors, windows, machines, etc., to ensure they are secure.
- Ability to inform and communicate orally and in writing in diverse and challenging situations is required.
- Remains mobile and alert at all times while on duty.
- Cooperates with all Tribal regulations, laws, procedures and outside Law Enforcement Agencies.
- Remains professional, respectable and polite at all times.
- Help keep buildings neat and clean while on duty.
- Assist staff and/or community in set-up and clean-up of after hour meetings and parties in the Tribal Chambers, which may include vacuuming and emptying garbage cans.
- Coordinates emergency responses with police officers, fire and other emergency units.
- Subdues individuals causing disturbances.
- Provides escort off the premises to employees, visitors/customers as necessary.
- Prepares reports describing events as they happened includes maintaining an activity log to document shift activity.
- Other duties as assigned.

Supervisory Responsibilities: None

As assigned by the Tribal Council and the Judge of the Tribal Court.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies that are essential functions of this position.

- Decision Making—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and can conduct productive meetings.
- Customer Oriented – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- Time Management—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Detail Oriented—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Reliability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Organized—the individual keeps clean and organized workspace and projects.
- Motivated—the individual inspires himself/herself and others around them to get the job done and follow through on assigned tasks.

Qualifications:

- High School Diploma or GED is required.
- Law Enforcement or Security experience is preferred or willingness to be trained.

Other Requirements:

- The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must comply with the Driving Policy, Pre-Screening Policy and Drug, Alcohol and Contraband Free Policy.

Indian Preference:

Native American Indian preference shall apply pursuant to the prevailing Bishop Tribal Employment Rights Ordinance and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.