



## The Three Affiliated Tribes

### Job Description

Position: Security Officer

#### *EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER*

<b>REPORTS TO: Sergeant-at-Arms</b>	<b>FLSA STATUS: FT Regular</b>
<b>DEPARTMENT: Security</b>	<b>LOCATION: New Town, ND</b>
<b>SALARY: \$DOQ</b>	<b>OPENING DATE: January 10, 2022</b>
<b>CLASSIFICATION: Non-Exempt or Exempt</b>	<b>CLOSING DATE: January 28, 2022</b>

**POSITION SUMMARY:** Under direct supervision of the Sergeant-at-arms perform all or some of the following duties.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Patrol Tribal buildings and grounds either by vehicle or walking to ensure safety and security.
2. Greets the public and assists them to proper destination within the Tribal Administration building.
3. Secure tribal buildings after regular work hours and scheduled evening activities.
4. Stays alert to conditions that could result in injury or loss due to unforeseen hazards, such as fires, floods, tornadoes, etc.
5. Writes or types log reports and contact front office to inform security of any need of assistance.
6. Maintains a daily log sheet recording and make entries every 15 to 30 minutes describing patrols and incidents within the tribal building to ensure safety and security are priority.
7. Use cell phone and radio contact with Tribal and county Law Enforcement when necessary.
8. Answer calls and record messages from outside callers by using telephone etiquette, in a kind and courteous manner.
9. Assist TAT employees and/or community in setup, rides, and clean-up of after hour meetings, parties, which include vacuuming and emptying garbage cans.
10. Controls personnel access by monitoring the identification of individuals entering the tribal administration building and ensuring that after normal work hours employees have proper authorization.
11. Notifies maintenance supervisor immediately when boiler room alarm sounds or warning lights are flashing.
12. Adhere to TAT personnel policy and procedures, particularly time and attendance and taking leaves.
13. Security Officers are to keep the area around the desk clean as well as the TAT security vehicles and equipment.
14. Security Officers are responsible for the equipment if lost or damage by payroll deduction. And other duties as assigned.



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#### **SUPERVISORY REQUIREMENTS:**

- The requirement for managing others does not exist.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

##### Knowledge

- Knowledge of established rules, regulations and legal authorities to perform duties and responsibilities within prescribed limitations on the use of detention authority, the use of force and knowledge of the rights of individuals.
- Knowledge of radio procedures and how to operate radio equipment.
- Knowledge of self-defense techniques.

##### Skills

- Respectful, courteous and friendly to customers and other tribal employees, and tribal leaders. A team player that helps the organization meet its objective. Takes initiative to meet work objectives. Effective communications with customer and other tribal employees. Gets along with co-workers and managers. Positively represent the tribe. Demonstrates honesty and ethical behavior.
- Confidentiality; the employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate termination.

##### Abilities

- Ability to follow written and oral guidelines and procedures.
- Ability to write clear, thorough and complete reports.
- Ability to diverse problems and apply good judgement in solving the problem.
- Ability communicate verbally with others.

#### **MINIMUM QUALIFICATIONS AND EDUCATION:**

- Must have High School diploma or GED certificate
- Must be willing to receive and maintain first aid certification
- Must have the willingness and ability to work varying schedules
- Must possess a valid North Dakota driver's license and be Insurable/bondable
- Must be able to work flexible hours plus weekends and holidays
- Must be able to work without constant supervision
- Requires punctuality
- Security is considered essential staff, which means security does not get administrative leave or any other leave granted to the regular TAT staff.
- Must be able to operate a motor vehicle and have a clear motor vehicle driving record.



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- All applicants tentatively scheduled for this position will be required to submit a urinalysis to screen for illegal drug use prior to appointment and participate in the random pool for drug and alcohol testing.

#### **SPECIAL REQUIREMENTS:**

- Pass annual physical exam and continue to be physically fit.
- Pass a background check.
- Maintain a current First Aid and CPR Certifications.
- Cell phone for the TAT Security Truck
- Require to wear a UNIFORM-TAT Security shirt, hat, jacket, boots and badge

#### **PHYSICAL CONDITION:**

- The work consists of walking, standing and running over rough and uneven or rocky terrain.
- The officers must be prepared to defend one self and others against physical attacks that may occur while on duty.

#### **WORKING CONDITIONS:**

- Primarily work is performed in an office-like setting. The work area is adequately lighted, heated and ventilated.
- Work hours are irregular, weekends, and evenings.
- The work risks with exposure to potentially dangerous situations, including physical attacks and/or deadly weapons.

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

**THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.**

**PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.**



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All interested persons must submit the following information:

1. Job Application
2. Copies of
  - Diplomas/Certificates and Transcripts
  - 2 Forms of ID: Valid Driver's License or State Issued ID, SS Card, Passport, Birth Certificate
  - Indian Preference: CIB or Tribal ID
  - Veteran Preference (If applicable): Form DD-214
  - Proof of Highest Education (High School/ College Degrees/Transcripts, Certificates)
  - Background Check – Questionnaire (Supplemental based on position)

**Submit all necessary information to the following addresses:**

Three Affiliated Tribes/MHA Nation  
Human Resource Department  
404 Frontage Road  
New Town, ND 58763  
Ph# 701-627-4781