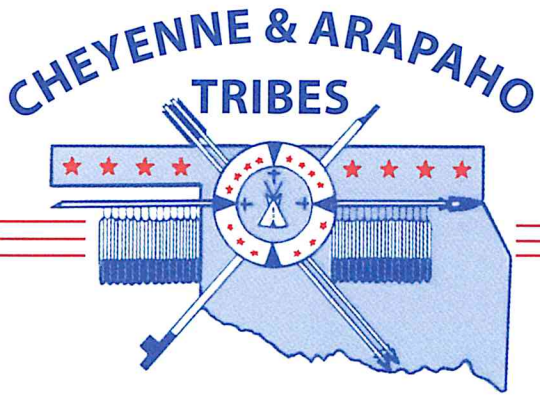
PERSONNEL



P.O. Box 167
Concho, OK 73022
(405) 422-7498
FAX (405) 422-8222

*******Vacancy Announcement *******

POSITION: Security Officer
Permanent Full-Time/Part-Time/On-call
LOCATION: Concho
ISSUE DATE: August 12, 2016 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 18 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

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@c-a-tribes.org
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.c-a-tribes.org