

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2020-103B

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION:	Security Officer COVID-19 (Temporary)
OPENING DATE:	March 25, 2021
CLOSING DATE:	Open Until Filled
DEPARTMENT:	Public Safety / Law Enforcement Program
SALARY RANGE:	NE-6; \$21,882 - \$32,822

Position Summary:

Under direct supervision of the Police Sergeant - Patrol, the Security Officer provides security presence on Pueblo village as instructed and in accordance with COVID-19 Executive Order, Operations Plan and Public Safety policies and procedures. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains an ongoing COVID-19 security presence on Pueblo premises.
- Performs identification (ID) checks and/or license plate 'scans' to verify occupants in vehicles live in the designated villages and occupants are going home.
- Watches for signs of suspicious activity which is generally limited to unlawful entry to specific villages.
- Communicates with Laguna Police Department regarding 'illegal' vehicle entry into villages and/or disregard of the Security Officers stop and review request.
- Interacts with community members in a courteous and professional manner.
- Performs security duties to protect the health, safety and well-being of Pueblo residents.
- Performs surveillance duties openly around Pueblo buildings and/or residences in accordance with court orders from Laguna Tribal Court.
- Immediately contacts Law Enforcement when unusual disturbances are identified on patrolled premises.
- Maintains incident/surveillance log as required. Submits log to Police Sergeant after each shift.
- Prepares and submits weekly activity report to Police Sergeant.
- Reports to supervisor regarding minor repairs and preventive maintenance on assigned vehicle; arranges for vehicle repairs as needed when instructed.
- Provides motorist assistance such as directions; information about Executive Orders, COVID contact names and/or numbers, hotels, gas stations, etc.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

High School Diploma or GED required. Six (6) months of directly related work experience preferred. CPR and First Aid Certification preferred. A combination of relevant education and directly related work experience may be considered. Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Security Officer is designated as a Moderate Public Trust (MRPT) position.

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Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, and Skills:

- Knowledge of traditional form, function, and structure of government and pueblo customs and traditions.
- Knowledge of applicable laws, regulations, and requirements.
- Knowledge of the Pueblo’s geography, road locations, and reservation boundaries.
- Knowledge of proper spelling, grammar, punctuation, and adequate math skills to carry out essential duties.
- Skill in report writing.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to follow instructions in verbal and written format.
- Ability to maintain confidentiality and demonstrate high moral character.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work with minimal supervision and exercise independent judgment.
- Ability to integrate training, experience, and common sense to identify potentially dangerous situations and make effective logical decisions.
- Ability to work extended hours and various work schedules.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES