

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 226-2562
WEBSITE ADDRESS: csktribes.org
E-mail melanie.piedalue@cskt.org**

******V A C A N C Y A N N O U N C E M E N T******

TITLE: Security Officer

LOCATION: Tribal Health Department – Ronan, MT

SALARY: \$17.52 – \$20.14, plus benefits (May be employed under contract)

CLOSING DATE: Thursday, January 2, 2025 at 5:30 p.m. (MST)

The Security Officer is required to: Provide personal, equipment and real property security for staff, patients and visitors to Tribal Health Department facilities, provide escort services and other basic public assistance services as needed; perform routine security and public safety patrol duties; remain alert to emergency situations and provide first-line emergency management and/or referrals if required. Security Officers are responsible for the detection and reporting of safety or security concerns at the facilities; execution of public safety and building evacuation plans, routine drills and training exercises. The security officer will plan/organize work for assigned shift to properly utilize time, resources and equipment to ensure work assignments are completed.

Specific Duties Include:

Actively patrols buildings and parking lots to ensure personnel, building and property are safe and secure, including the examination of all doors and windows on property to confirm all are closed and secure. Notifies Division Managers, building managers or designees of potential issues.

Understands and enforces relevant Tribal Health Department health and safety policies, procedures and safety practices.

Checks status of security alarm system on administrative and clinic buildings on a set schedule throughout the week.

Maintains security controls for keys. Provides appropriate access to/use of same to open and/or secure buildings. Issues employee and visitor ID badges.

Assists the public with information and provides directions and other assistance as needed.

Inspect equipment, machinery facilities for irregularities. Documents and reports such irregularities including fire hazards, leaking water pipes, etc. to Division Manager and CSKT Maintenance staff.

Works in cooperation with CSKT staff, other THD staff and appropriate agencies to maintain work place/personal safety and security, and to protect others against work place violence.

Responds immediately to provide entrance and egress to/from buildings in emergency situations or in response to alarm calls.

Observes and reports irregularities such as security infractions, facility safety hazards, and emergency situations. Reports life threatening conditions and/or property damage to authorities and designated personnel when appropriate and takes immediate action (in accordance with applicable training) until emergency responders arrive.

Contacts emergency responders such as law enforcement, fire, and EMS as necessary.

Inspects controls such as furnaces, boilers and air conditioning to ensure entire building is properly regulated. Documents and reports irregularities to Division Manager, Building Manager and CSKT Maintenance staff.

For full description of job duties, please request a copy of the job description.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

A minimum of 2 years work experience in law enforcement/security or combination of training and experience where people skills, planning and coordination are required. Minimum of one-year college course work preferred. Must be 21 years of age or over. Must complete/pass background investigation. No felony convictions. No misdemeanor convictions in past year except minor traffic. Must possess a valid Montana driver's license throughout employment. Must never have had a misdemeanor conviction involving child abuse, sexual offense, assault with a weapon, domestic abuse or violent crime against a person. Must have not had any record or history of drug abuse within the past five (5) years. Must not be subject of a current investigation involving criminal activities, including indictments. Must not have a driving while intoxicated or reckless driving conviction within the past three (3) years. Must not have been dismissed, or resigned from law enforcement work due to Threat of disciplinary action that could result in termination of employment during the past three (3) years.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of academic transcripts/degree, certifications,
3. Copy of valid driver's license.
4. If claiming Tribal Preference, Proof of enrollment from a federally recognized Tribe if not from CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040, or personnel@cskt.org

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS

FOR MORE INFORMATION: Contact Fred Matt at THD (406) 675-2700 Ext. #5151