Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
karenj@spiritlakenation.com

Job Title:	**Security Officer**	**Open Date:**	**April 29, 2021**
SLT Program:	**Security**	**Close Date:**	**May 13, 2021**

Position Objective: This position is under the direct supervision of the Sergeant at Arms for assigned shift of the security department and is responsible for the protection, safe guarding and security, and overall protection of personnel, tribal members, clients and visitors.

Major Duties & Responsibilities:

- Performs security patrols and monitors surveillance equipment.
- Enforces employee badge procedures.
- Protects property from theft, embezzlement, fire and accidents.
- Investigates and writes reports on accidents, incidents, suspicious activities, safety and fire hazards, and other security related situations.
- Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses, and obtaining signatures.
- Provides any assistance needed to community members, clients, employees and visitors following the department procedures.
- Works with Law Enforcement, Human Resource and Tribal Programs.
- Provides technical safety awareness through internal company memorandums, newsletters and specific programs.
- Assists as necessary in implementation of a hazard communication and preparation of reports.
- Understands federal and state occupational safety and health regulatory changes as they occur.
- Monitors worker's compensation, injury/illness reports and follows up as necessary.
- Maintains organizations stability and reputation by complying with legal requirements.
- Ensures operation of equipment by completing preventive maintenance requirements.
- Contributes to team effort by accomplishing related results as needed
- Other Duties as assigned.

Qualifications, Experience and education require:

- AA preferred in Criminal Justice/ Minimum of HS Diploma
- Must possess and maintain a current, active and unrestricted ND Driver's License through course of employment, insurable under SLT driving policy.
- Security/law enforcement experience will be considered.

- Job requires lifting, surveillance skills, deals with uncertainty, judgement, objectivity, dependability, emotional control, integrity, safety management, professionalism, and reporting skills.
- Good working knowledge of security operations, safety practices in a business environment and enforcement procedures.

Job Role:	Security	**Company Industry:**	Spirit Lake Tribe
Employment Status:	Permanent - Full-Time	**Supervision**	Under the direct supervision of the Sergeant at Arms
Salary Range:	**DOQ**	**Manages Others:**	N/A
Number of Vacancies:	**1**	**Shift:**	**10 PM – 6 AM**
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	**Email:**	NDeMarce@spiritlakenation.com
Address:	P.O. Box 97	**State**	North Dakota
City:	Fort Totten, North Dakota	**Zip/Postal Code:**	58335
Phone:	701-381-0204 or 701-381-0361	**Fax:**	701-766-1272

Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.