

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
PO BOX 278  
PABLO MT 59855  
(406) 675-2700  
PERSONNEL OFFICE FAX: (406) 675-2711  
WEBSITE ADDRESS: [csktribes.org](http://csktribes.org)  
E-mail: [shelley.grenier@cskt.org](mailto:shelley.grenier@cskt.org)**

**\*\*\*\*VACANCY ANNOUNCEMENT\*\*\*\***

**TITLE:** Lead Security Officer

**LOCATION:** Department of Human Resource Development  
Pablo, MT

**SALARY:** \$23.89 to \$27.46 per hour

**CLOSING DATE:** Thursday, June 27, 2024 at 5:30 p.m.

**SPECIAL CONDITIONS:**

This position is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. A favorable determination resulting from a completed Background Investigation is required prior to your placement in this position. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.**

The Lead Security Officer is responsible for overseeing the activities of the security officers which provides safety and protects all visitors, employee's and company assets. Supervise programs and processes to reduce and control loss time injuries. Review staffing levels to maintain full coverage of posts. Delegate authority and assign responsibilities. Investigate incidents and/or visitors and employee's complaints and compile data for accurate reporting. The Lead Security Officer will be DHRD's main contact with emergency personnel.

**DUTIES:**

- Safeguard, patrol and monitor any theft or violence in any of the DHRD premises.
- Responsible for ensuring a safe and secure work environment for the Security Officers, DHRD employees and DHRD visitors during normal business hours Monday – Thursday, 7 AM to 5:30 PM.
- May be asked to show a presence at the Tribal Council quarterlies if requested and the work schedule will be adjusted.
- Position will require foot patrol throughout the work day for the purpose of identifying possible security threats.
- Responsible for hourly rounds of the DHRD premises.
- Position will be responsible for all Drills (fire drills, active shooter drills, disaster drill).
- The Lead Security Officer will have access to and monitor the security camera system installed in the DHRD buildings.
- Daily reports will be completed and logs will be kept detailing activities and incidents that may transpire between visitors and employees.
- CSKT Tribal Police will be notified of altercations that may involve verbal and physical threats towards other visitors and/or tribal personnel. Copies of these incidents' reports will be given to the Security Program Manager, Community Support Division Manager, and Department Head.

- The Lead Security Officer will provide high priority protection to DHRD staff within the DHRD buildings.
- This position is a 40-hour work schedule that coincides with normal business hours of DHRD.
- The Lead Security Officer will be responsible to keep all documents current and valid, such as Driver's License, First aid, CPR, and AED training, Annual Security Officer training and Annual Active Shooter training.

## **MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)**

- Must have a high school diploma or GED.
- One & one half (1½) years of supervisor experience.
- Must have two (2) to five (5) years' experience as a security officer or a minimum of two (2) year's work experience in law enforcement/security or a combination of training and experience where people skills, planning and coordination are required.
- Must be 21 years of age or older.
- Must have knowledge of local jurisdiction law's (Tribal, Federal, State, County) as well as DHRD's internal controls, policies and procedures.
- No felony convictions within the past five (5) years.
- No misdemeanor convictions in the past year except minor traffic.
- Must possess a valid Montana driver's license for the duration of employment.
- Must not have had a misdemeanor conviction involving child abuse, a sexual offence, assault with a weapon, domestic abuse or violent crime against a person within the past five (5) years.
- Must not have had any record or history of drug abuse within the past five (5) years.
- Must not have any open CPS referrals with TSSD and no or /MT-DPHHS.
- Must not have had a DUI 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 have resulted in termination of employment, within the past two (2) years.

✚ **Interested applicants may obtain further information by requesting a copy of the full position description from the Tribal Personnel Office (406) 675-2700 Ext. 1040.**

## **SUBMIT:**

1. Completed Tribal employment application.
2. Copy of relevant academic transcripts and/or training certificates.
3. Copy of "current" valid driver's license.
4. Proof of enrollment from a federally recognized Tribe, if other than CSKT.
5. Copy of the DD214 if claiming veteran's preference.

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

**SUBMIT ALL OF THE ABOVE TO:** Personnel Office, PO Box 278, Pablo MT 59855, telephone (406) 675-2700 Ext. 1040

## **FOR MORE INFORMATION:**

Contact: Leroy Black Jr., Security Program Manager at 406-675-2700, Ext. 1335.