

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
PO BOX 278  
PABLO MT 59855  
(406) 675-2700  
PERSONNEL OFFICE FAX: (406) 675-2711  
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**\*\*\*\*VACANCY ANNOUNCEMENT\*\*\*\***

**TITLE:** Security Officer  
(1 or more Contract positions)

**SALARY** \$19.24 to \$22.11 an hour

**LOCATION:** Department of Human Resource Development

**CLOSING DATE:** Thursday, July 18, 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 for 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 Security Officer will primarily be responsible for ensuring a safe and secure work environment during normal business hours Monday – Thursday, 7AM-5:30PM. The individual will be responsible to safeguard, patrol and monitor any theft or violence on the premise of DHRD.

**Duties of the position include, but are not limited to the following:**

- This position will require foot patrol throughout the work day for the purpose of identifying possible security threats.
- Security Officer will also be responsible for hourly rounds of the DHRD premises & will have access to and monitor the security camera system installed in the DHRD building.
- Daily reports will be completed and logs will be kept detailing activities and incidents that may transpire between participants and staff.
- CSKT Tribal Police will be notified of altercations that may involve verbal and physical threats towards DHRD staff and DHRD 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 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 Security Officer will be responsible to keep all documents current and valid including a Driver's License, 1<sup>st</sup> Aid/CPR, and AED training. As well as the Annual Security Officer training and the Annual Active Shooter training.
- The Security officer maybe asked to show a presence at the Tribal Council quarterlies if requested and the work schedule will be adjusted.

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

- A minimum of 2 years 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 pass background investigation.
- 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 be subject to a current investigation involving criminal activities, no open CPS referrals with TSSD and no pending indictments.
- 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.
- The qualified applicant will agree to enroll in and complete self-defense courses annually.

## **DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):**

- ✚ 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. Tribal employment application.
2. Copy of relevant academic transcripts and/or training certificates.
3. Copy of "current" valid Montana Driver's License.
4. If enrolled in a Federally recognized Tribe other than CSKT, please submit proof.
5. If claiming Veterans preference, submit a copy of the DD214 form.

❖ FAILURE TO SUBMIT THE ABOVE DOCUMENTATION MAY RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS

- INCLUDE A LETTER OF REFERENCE, COVER LETTER OR A RESUME AS A PERSONABLE SUPPLEMENT TO THE APPLICATION PACKET.

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

**FOR MORE INFORMATION:** Leroy Black Jr., Security Program Manager @ 675-2700 Ext. #1335