

PENOBSCOT NATION

**TRIBAL ADMINISTRATION
HUMAN RESOURCES**



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7306

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applications for the following position:

OPENING DATE: September 15, 2020

CLOSING DATE: September 25, 2020

PART-TIME SECURITY OFFICER

JOB STATUS:

Title: Security Officer
Career Field: Police
Pay Range: \$16.00 per hour
Classification: Part-time

LOCATION:

Penobscot Nation
Department of Public Safety
12 Wabanaki Way
Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

As a **Security Officer** for the Penobscot Nation, you will be Responsible for the Security and Safety of our citizens, visitors and property that pass through Nation's Health and Safety Check Point. . As the Penobscot Nation Security Officer, you will know all site-specific policies and procedures, and implement emergency response activities as appropriate, while providing superior customer service

QUALIFICATIONS REQUIRED:

- Be at least 21 years of age.
- Have no criminal convictions.
- Possess effective written and oral communication and interpersonal skills with ability to deal with all levels of personnel and the general public in a professional and effective manner
- Valid driver's license.
- As a condition of employment, employee must successfully complete a background investigation and a drug screen in accordance with Tribal policy.
- Display exceptional customer service and communication skills
- Have intermediate computer skills to operate innovative, wireless technology and other electronic devices.
- Ability to handle crisis situations, calmly and efficiently until relieve by law enforcement or emergency personnel.
- Able to:
 - Work in various environments such as cold weather, rain/snow or heat
 - Occasionally lift or carry up to 40 pounds
 - Ability to prioritize situations by most serious to least serious
 - Stand or walk on various surfaces for long periods of time
 - Able to wear PPE for long periods of time.

Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

HOW TO APPLY:

-Applications are available at the Human Resources Office located at Nicholas Sapiel Building, 27 Wabanaki Way, Suite 204, Indian Island, ME 04468. Applications are available via email request at Human.Resources@penobscotnation.org, or call 207-817-7306 to request applications be sent to you. **Application package includes:** Tribal Application for employment, questionnaire for working with children, and form SF86

Submit completed application package along with and required certifications to:

Attn: Penobscot Nation Human Resources

mailing: 12 Wabanaki Way, Indian Island, ME 04468

physical location: 27 Wabanaki Way, Suite 204, Indian Island, ME 04468

For more information, call 817-7306 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

Position Title: Security Officer

Department: Public Safety

Reports To: Director of Public Safety

Rate of Pay: \$16.00

Status/Term: Part-time

JOB SUMMARY:

As a **Security Officer** for the Penobscot Nation, you will be Responsible for the Security and Safety of our citizens, visitors and property that pass through Nation's Health and Safety Check Point. . As the Penobscot Nation Security Officer, you will know all site-specific policies and procedures, and implement emergency response activities as appropriate, while providing superior customer service.

RESPONSIBILITIES/QUALIFICATIONS:

- Responsible for the Security and Safety of our citizens, visitors and property that pass through Nation's Health and Safety Check Point.
- Know all site-specific policies and procedures, and implement emergency response activities as appropriate, while providing superior customer service.
- Display exceptional customer service and communication skills
- Have intermediate computer skills to operate innovative, wireless technology and other electronic devices.
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KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS: (education required/preferred, skills required/preferred, years of experience required/preferred)

- Be at least 21 years of age.
- Have no criminal convictions.

- Possess effective written and oral communication and interpersonal skills with ability to deal with all levels of personnel and the general public in a professional and effective manner
- Valid driver's license.
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LICENSES/CERTIFICATES/REGISTRATIONS: (driver's license, professional licensing/certification)

- Valid driver's license.

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (physical requirements of position, job environment/conditions)

- Work in various environments such as cold weather, rain/snow or heat
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- Ability to prioritize situations by most serious to least serious
- Stand or walk on various surfaces for long periods of time
- Able to wear PPE for long periods of time.

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request