



## **SECURITY GUARD**

Salary/Hourly Range: 30  
FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED  
PD Revised: 04/2020

### **INTRODUCTION**

This position is responsible to patrol and protect assigned property, monitor security check points, promote and enforce safety and security, and act as a visible deterrent against irregular activity.

### **KEY DUTIES AND RESPONSIBILITIES**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Provide a visible presence that enforces safety and security.
2. Patrol designated property to monitor and prevent intrusion, damage, hazards and breaches of security.
3. Monitor and control entrance and departure of visitors according to prescribe protocol.
4. Protect property, general public, and community from theft, damage, trespassing or accidents.
5. Implement the prescribed emergency plan in case of emergency.
6. Identify and investigate suspicious behavior, threats and irregular activity.
7. Respond to requests for assistance/help.
8. Conduct exterior property checks for maintenance issues, malfunctions or hazards.
9. Detect and confront unauthorized persons and violator s of security procedures.
10. Monitor and prevent movement of prohibited items into and out of property.
11. Enforce relevant laws and regulations pertaining to all individuals on the property.
12. Report rule infractions and violations.
13. Contact relevant authorities to address with the unlawful or irregular activities.
14. Use radio or other communication devices in a clear and concise manner.
15. Prepare written reports of daily activities, observations and incidents.

### **MINIMUM QUALIFICATIONS**

Education: High school diploma or GED certificate;

AND

Experience: One (1) year work experience as a Security Officer or closely related field.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Working knowledge of security operations and safety practices
- Detail-oriented and keen observation skills
- Good written and verbal communication skills
- Judgment and decision making skills
- Maintain a professional appearance and attitude
- Reliability and dependability
- Able to react appropriately in an emergency and high stress situations
- Able to anticipate, identify and solve problems
- Flexible to work different schedules
- Knowledge of First-Aid, Infant/Adult CPR (Cardiopulmonary Resuscitation) and AED (Automated External Defibrillator)

### **NECESSARY SPECIAL REQUIREMENTS**

1. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must complete an annual physical examination.
6. Must not have any felony convictions.
7. Must not have been convicted of criminal misdemeanors at the local, state, or federal level within five (5) years of application.