

# KARUK TRIBE HOUSING AUTHORITY



P.O. Box 1159 • 635 Jacobs Way  
Happy Camp, CA 96039  
Ph: (530) 493-1414 • Fax: (530) 493-1415

1836 Apsuun Street  
Yreka, CA 96097  
Ph: (530) 842-1644 • Fax: (530) 842-1646

## Vacancy Announcement

(Internal Posting)

**Title:** Security and Emergency Services Officer I

**Reports To:** Assistant Director / Operations Manager

**Location:** Orleans, with travel to Happy Camp and Yreka as needed

**Salary:** \$21.64 to \$26.44 per hour, depending on experience

**Summary:** Supervises and coordinates the activities and personnel of the assigned areas to maintain security and safety of people and property. Implements various activities for the KTHA communities focusing on youth, drug, crime and safety awareness programs.

**Classification:** Full Time, Regular, Non-Exempt

**Application Deadline: December 22, 2022 by 5:00 pm**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us) The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888  
Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **POSITION DESCRIPTION**

**Title:** Security and Emergency Services Officer I

**Reports To:** Assistant Director / Operations Manager

**Location:** Orleans, with travel to Happy Camp and Yreka as needed

**Salary:** \$21.64 to \$26.44 per hour, depending on experience

**Summary:** Supervises and coordinates the activities and personnel of the assigned areas to maintain security and safety of people and property. Implements various activities for the KTHA communities focusing on youth, drug, crime and safety awareness programs.

**Classification:** Full Time, Regular, Non-Exempt

**Responsibilities:**

1. Facilitates and coordinates the activities of the Neighborhood Watch Program in the KTHA community of Orleans. Shall be available to assist with other communities as needed.
2. Patrols community on foot, bicycle, off highway vehicle, and marked security patrol vehicle for suspicious activity and safety/fire hazards.
3. Investigates and/or reports hazards and/or unusual or suspicious circumstances to law enforcement/emergency personnel for intervention/correction or follow-up actions.
4. Maintains regular contact with law enforcement/emergency agencies of jurisdiction.
5. Checks doors, windows, and buildings to ensure they are closed and locked; documents any unsecured windows and/or buildings.
6. Responds to KTHA incidents, alarms, and dispatch calls to initiate, activate, and determine level of response necessary. This includes being the primary point of contact for KTHA tenants outside of business hours.
7. Works a flexible, non-standard work schedule to accomplish departmental responsibilities including extended hours during the day, night, weekends, and holidays, and remains on-call via cell phone 24 hours per day, seven days per week to patrol communities.
8. Coordinates crime prevention community and youth events on a quarterly basis in Orleans. Shall be available to assist with activities in other communities as needed.
9. Maintains meticulous records and prepares written reports of security incidents/circumstances, and other periodic special reports, in a timely manner for submission to the Assistant Director/Operations Manager and Executive Director.
10. Shall assist with operating and maintaining Surveillance Systems and Security, Emergency Services, and Search and Rescue equipment.
11. Participates in Security and Emergency Services training.

12. Assists with and/or attends court and legal proceedings in a professional manner as assigned by the Assistant Director/Operations Manager.
13. Shall submit written reports to the Board of Commissioners on a monthly basis.
14. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
15. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must be at least 21 years of age, possess a High School Diploma or equivalent, and a minimum of one years' experience directly related to the duties, responsibilities, and abilities specified.
2. Experience in security, hospitality, or customer service is preferred.
3. Must be proficient with multiple computer programs, including word processing and spreadsheets.
4. Must have knowledge of basic security, fire inspection procedures, emergency services activities and programs, and Incident Command System.
5. Must possess, or be able to obtain, an American Red Cross CPR certificate within 90 days of employment.
6. Must possess, or be able to obtain, an American Red Cross basic first aid certificate within 90 days of employment.
7. Must be able to ride a bicycle.
8. Must possess the ability to analyze and solve problems.
9. Must possess the ability to communicate effectively, both orally and in writing.
10. Must possess the ability to make administrative/procedural decisions and judgments in accordance with the priorities of supervisors and the mission of KTHA.
11. Must possess the ability to investigate, gather data, compile information and prepare reports.

12. Must possess the ability to foster a cooperative work environment, plan, and evaluate programs.
13. Must possess the ability to deploy/manage work schedules of assigned personnel, provide training on security department procedures to employees as needed, and review completed work for conformance to standards.
14. Must demonstrate emotional stability and presence of mind during periods of extreme tension and stress.
15. Must strictly adhere to all applicable confidentiality policies.
16. Must perform all duties ethically and demonstrate the ability to follow the chain of command.
17. Must possess valid driver's license, good driving record, and be insurable by KTHA's insurance carrier.
18. Must successfully pass a pre-employment drug screening test and criminal background check with no felony offenses or convictions.

**Working Conditions:**

1. While performing the duties of this job, the employee is regularly exposed to outside weather conditions including extreme cold and heat.
2. This position will experience moderate physical activity that may require standing and or walking for more than four hours per day.
3. This position will experience a work environment that involves some exposure to hazards or physical risks, which require following basic safety precautions/procedures.

**Tribal Preference Policy:** In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Board Approved:** November 7, 2022

**Review Committee Approved:** November 3, 2022

**Employee's Signature:** \_\_\_\_\_