SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT
P.O. Box 0
San Carlos, Arizona 85550
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Terry Rambler
Tribal Chairman

Tao Etpison
Tribal Vice-Chairman

JOB VACANCY

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#22-026	October 20, 2021	November 5, 2021

POSITION TITLE AND DEPARTMENT	SALARY
Security Guard/Groundskeeper	$33,500.00
San Carlos Apache College	Per Annum.

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE
(Applications must be received in the Human Resources Office by close of business on the closing date)

CONDITIONS OF EMPLOYMENT:

- **In accordance with the San Carlos Apache Tribe Resolution No. AU-21-121, all potential employees must show proof of COVID-19 vaccination for it is mandatory for all Tribal employees to have the vaccine as a condition of employment. All employees who opt-out or otherwise have no proof of vaccination shall be subject to bi-weekly testing for COVID-19 (must provide letter or doctor's excuse when applying to opt-out of receiving vaccination).**
- Regular Full Time position. (Non-Exempt)
- Applicant must have a valid driver's license.
- Applicant must submit two (2) letter of recommendation. ***NOTE: Applicant must submit a copy with application.***
- Work schedule: Work schedule may consist of working beyond normal business hours to support college activities and may also be required to work weekends, evenings and holidays.
- Applicant must pass a criminal background investigation through Tribal/local, State and Federal criminal records. ***Must sign all applicable pre-employment certification and documents.*** Applicant must have no felony convictions; No misdemeanor arrests/convictions within the past twelve (12) months, i.e.; Any misdemeanor offenses involving crimes of violence, sexual assault, molestation, exploitation, contact or prostitution; Crimes against persons or offenses committed against children; Not have been convicted of a misdemeanor crime of domestic violence; Not have been convicted of a crime involving a child, a sex crime, or a drug felony. Failure to reveal arrest records may be grounds for not hiring or termination after hiring.
- Applicant will be subject to and pass a local/Tribal, State, and Federal Background Check. ***Note: Applicants must meet this requirement by completing Item No. 15, on the Application for Employment.***
- Applicant **must** complete a "Child Care & Indian Child Care Worker Position" form to determine your suitability for tribal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment with the San Carlos Apache Tribe. ***If you make a false statement in any part of your application, you may not be hired or you may be terminated after you begin work.***
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

DUTIES AND RESPONSIBILITIES:

As the Security Guard/Groundskeeper under the direct supervision of the Director of Student Services and the general oversight of the President, the Security Guard/Groundskeeper will be responsible for a variety of tasks that assure and enhance the safety of the San Carlos Apache College. The Security Guard/Groundskeeper will operate eight hours a day and five days a week. Shall be responsible for promoting lawful behavior and shall protect the welfare of students, faculty and staff as a uniformed presence on campus. Will monitor the physical safety of campus buildings and grounds by locking and unlocking doors; patrolling and monitoring; using surveillance cameras; managing alarm/fire systems and reporting suspicious behavior. The Security Guard/Groundskeeper shall perform foot and vehicle patrols to monitor behavior, secure buildings and property, investigate disturbances, maintain order during events and enforce regulations. Shall maintain grand master keys for the college, maintain appropriate logs and trunk line phones, and monitor cameras. The Security Guard/Groundskeeper shall inform and warn violators of infractions, such as but not limited to, loitering, smoking, or carrying forbidden articles. Watches for and reports irregularities, security breaches, facility and safety hazards, and emergency situations; contacts emergency responders such as police, fire and emergency medical personnel. Shall remain alert for the presence of unauthorized persons and/or security violators. Develops contact information for campus security, hospital and local police. The Security Guard/Groundskeeper will be responsible for periodic checks and evaluations of intrusions and fire/smoke alarms to ensure proper functioning, and reports malfunctions to the Director of Student Services. Keeps logs of information on trainings and shall provide updates on safety training when available. Prepares routine and standardized reports, and ensure timesheets are completed and submitted to the Director of Student Services. The Security Guard/Groundskeeper shall also be responsible for cleaning roads, parking lots and walkways to ensure safety for pedestrians and traffic. Trims trees and plants around the college then remove broken branches and debris as needed. Sweeping and/or spraying off the walkways, stairs and parking lots. Watering of all plants. Replanting of new trees and/or removing dead plants/trees. Up keeping of the existing landscaping. Shall preform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Basic Requirements:

High School Graduation or Equivalent. High school graduation or equivalent means the applicant has received a high school diploma, General Education Development (GED) equivalency certificate or proficiency certificate from a State or territorial-level Board of Department of Education.

In addition to meeting the basic requirement above, candidates must have one year of specialized experience.

Specialized experience is experience in security, law enforcement, general maintenance or in a job related field**.** ***Examples of the type of experience that will be credited are shown above under "duties and responsibilities."***

Physical Requirement: Applicant must be in good physical condition to work long hours that may require working indoors, outdoors, and standing for long periods of time.

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Ability to communicate effectively, both orally and in writing
2. Ability to complete routine paperwork
3. Ability to safely operate a motor vehicle
4. Ability to understand and follow specific instructions and procedures
5. Strong interpersonal skills, flexibility, and customer service orientation
6. Ability to react calmly and effectively in emergency situations
7. Skill in performing building security and lock procedures
8. Ability to maintain campus grounds in good condition and pleasant looking
9. Ability to detect problems and report information to appropriate personnel
10. Proficient in Word and Excel as well as the proprietary computer systems
11. Techniques of dealing with the public, in person and on the telephone
12. Standard office practices and procedures
13. Operating radio and paging equipment
14. Dealing tactfully and effectively with staff, students, the public and College visitors
15. Maintaining accurate logs and files
16. Ability to create a welcoming and safe environment for all students.
17. Ability to relate to the San Carlos Apache history and culture as it relates to family and community.
18. Ability to understand the Apache language as well as reading and writing.

OTHER IMPORTANT INFORMATION:

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

- All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.

- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.

- INDIAN PREFERENCE: It is the goal of the San Carlos Apache Tribe to employ as many ***tribal members*** as possible in tribal positions. Therefore, all other qualifications being equal, ***tribal members*** will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:

    1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
    2. Enrolled member of the San Carlos Apache Tribe
    3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
    4. Other Native American
    5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
    6. Non-Indian

    It is also the goal of the San Carlos Apache Tribe to provide the best services possible to ***tribal members***. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Tribal Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

- VETERANS PREFERENCE AND INDIAN PREFERENCE: Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.

- EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

HUMAN RESOURCES OFFICE CLEARANCE:

/s/Timecah Cosen	***October 20, 2021***
Human Resources Assistant	Date