The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at **www.tachi-yokut-nsn.gov**

Job Requisition Form

Department: Public Safety

Position to be Filled: Officer I

Required Qualifications/Essential Duties:

- Must have High School Diploma or General Education Degree (GED) plus one to three months related experience in high volume public contact- **Required;**
- Valid California Driver License- **Required;**
- Must be insurable by companies' insurance carrier and maintain throughout employment- **Required;**
- Must possess CA Security Guard Card- **Required;**
- Must possess CA Security Guard Card for Santa Rosa Rancheria Tribal Members- **Required or able to obtain within 120 days upon hire date**
- Must maintain CA Security Guard Card certification throughout employment- **Required;**
- Patrol assigned area on foot or motorized conveyance, respond promptly to call for assistance;
- Monitor and authorize entrance and departure of employees, visitors and other persons to guard against theft and maintain security of premises;
- Determine priority response and relay compliant and emergency-request information to appropriate agencies;
- Monitor, investigate and generate reports of suspicious persons and situations, safety hazards and unusual or illegal activity of assigned area;
- Issue citations to violators of tribal ordinances;
- Inspect establishment doors, windows, and gates to ensure compliance with rules and regulations;
- Promote good community relations by participating in awareness and prevention events;
- Other duties as assigned and/or deemed appropriate;
- Drive company vehicle or personal vehicle to conduct business on behalf of the Department of Public Safety.

Reports To: Officer III

Starting Rate of Pay: $14.25 per hour (Non-Exempt)

Approximate Hours: 40+ hrs per wk

Updated: February 14, 2018

Deadline: Open Until Filled

_____ _____

Department Director Date Human Resources Director Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.