



OFFICE OF THE TRIBAL COUNCIL

OFFICE: (601) 650-1650 / (601) 650-1637

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MISSISSIPPI BAND OF CHOCTAW INDIANS

P. O. BOX 6010 / 101 INDUSTRIAL ROAD

CHOCTAW, MS 39350

JOB ANNOUNCEMENT# 164335

1. Position Title: Executive Protection Officer
2. Salary: Grade 7
3. Opening date: **JANUARY 24, 2020** *JAN 24 2020*
4. Closing date: **FEBRUARY 07, 2020 OR UNTIL FILLED**
5. Supervisor: Committee Systems Coordinator
6. Job Location: Office of The Tribal Council
7. Type of Employment: *Regular Full-Time*
8. Classification: Non-Exempt

Scope of Service and Effect:

The Executive Protection Officer shall provide Security at the Office of the Tribal Council. The Executive Protection Officer is responsible for monitoring all areas of the Office of the Tribal Council and shall enforce all rules, regulations and Tribal and Federal laws to ensure the safety of all employees and visitors within the Office of the Tribal Council.

Duties and Responsibilities:

- 1) Provide professional and courteous detailed security services at all times in and around the Office of the Tribal Council.
- 2) During business hours, the officer monitors the flow of traffic in and out of the Office of the Tribal Council building to prevent unauthorized entry, question suspicious activities and report any problems to the Committee System Coordinator.
- 3) Report all suspicious activities and emergencies to the Committee System Coordinator.
- 4) Report to work as scheduled Monday through Friday 8:00 am – 4:30 pm.
- 5) Maintain certifications and credentials as required by Protective Services Unit Tribal Resolutions, Tribal law, State law and Federal law.
- 6) Perform other job-related duties as assigned by the Committee System Coordinator.

Work Environment:

The Executive Protection Officer will be stationed at the Office of The Tribal Council, Pearl River Community or as directed by the Committee Systems Coordinator.

Qualifications:

- 1) High School Diploma or GED.
- 2) Must be 21 years of age or older.
- 3) Is or eligible to become, certified as a law enforcement officer under minimum standards of the State of Mississippi, Board of Law Enforcement Officers Standards and Training and/or the Bureau of Indian Affairs Law Enforcement.
- 4) Maintain annual re-certification requirements.
- 5) Must have a high moral character and maintain high standards of personal conduct.
- 6) Ability to write clear and concise reports.
- 7) Preference for prior security training and/or law enforcement experience.
- 8) Indian preference will be exercised in selecting candidates.
- 9) Must be able to maintain **Confidentiality** with sensitive information.
- 10) Ability to travel for job related responsibilities and training.
- 11) Personal vehicle liability insurance and a valid driver's license.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350