



PROTECTIVE SERVICES

Mississippi Band of Choctaw Indians
101 Industrial Road
Choctaw, MS 39350
601-650-1765

JOB ANNOUNCEMENT #354015

POSITION TITLE: Protective Services – Uniformed Officer (4 POS.)
SALARY: Choctaw Tribal Salary Scale
OPENING DATE: FEBRUARY 08, 2022 FEB 08 2022
CLOSING DATE: FEBRUARY 22, 2022 OR UNTIL FILLED
SUPERVISOR: Protective Services Supervisors
TYPE OF EMPLOYMENT: Regular, Full-Time; Non-Exempt
JOB LOCATION: Choctaw Indian Reservation

SCOPE OF SERVICE:

The Protective Services Officer is responsible for providing a safe and secure environment for all employees and visitors at the Tribal Complex. Each officer shall diligently enforce the rules and regulations of both Tribal and Federal laws.

DUTIES AND RESPONSIBILITIES

01. Patrol assigned areas on foot and maintain a high level of security consciousness and awareness of activity in those areas.
02. Monitor the entrances of each building to ensure no unauthorized access.
03. Perform all health screenings and assist with building sanitization.
04. Utilize surveillance equipment to monitor activities.
05. Investigate unauthorized or suspicious person and vehicles within the security perimeters.
06. Maintain the logbook and submit incident reports.
07. Investigate all confrontations between any staff members or visitors.
08. Attain first-responder certifications (CPR, AED, etc) and other necessary certifications.
09. Perform other related duties as assigned by the supervisor.

WORK ENVIRONMENT:

The primary location is the Tribal Office Complex which consists of 6 multi-level office and recreation buildings and 1 amphitheater. The parking lot also maintains a fleet of department work vehicles.

PHYSICAL DEMANDS:

Long periods of standing and foot patrols. Intervention of physical confrontations. Some heavy lifting may be required.

MINIMUM QUALIFICATIONS:

The following are minimum qualifications for the position:

01. High School diploma or GED.
02. Ability to write clear and concise reports.
03. Ability to attend and successfully complete training sessions on a regular basis.
04. Preference for prior security guard/law enforcement and military experience.
05. Flexible to work irregular hours on a rotating schedule. (day, evening, midnight, weekends & holidays)
06. Must possess and maintain valid Mississippi Driver's License, adequate personal transportation, and liability insurance coverage.
07. Must have high moral character and maintain high standards of personal conduct.
08. Ability to endure the significant amount of walking required by routine foot patrol activities.
09. Ability to interact with the public in a diplomatic, professional, and effective manner.
10. Applicant must never have been convicted of a felony.
11. Preference will be given to those who are fluent in both Choctaw and English.

(Insert Native American Preference)

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 persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up 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