



PROTECTIVE SERVICES

Phone (601) 650-1765 Fax (601) 650-1606
Mississippi Band of Choctaw Indians
101 Industrial Road
Choctaw, MS 39350

JOB ANNOUNCEMENT #354015

POSITION TITLE: Protective Services – Uniformed Officer (2 POS.)
SALARY: GRADE 7
OPENING DATES: JANUARY 19, 2023 **JAN 19 2023**
CLOSING DATE: FEBRUARY 02, 2023 OR UNTIL FILLED
SUPERVISOR: Protective Services Director
LOCATION: Tribal Office Complex

SCOPE OF SERVICE:

The Protective Services –Uniformed Officer - shall provide security at the Tribal Office Complex around the clock and throughout the year. Each officer is responsible for monitoring all areas of the Tribal Office Complex and shall enforce all rules, regulations, and tribal & federal laws to ensure the safety of all employees and visitors within the complex.

DUTIES & RESPONSIBILITIES:

- 1) Provide professional and courteous detailed security services at all times in and around the Tribal Office Complex.
- 2) During business hours, the officers monitor the flow of traffic in and out of the building to prevent unauthorized entry, question suspicious activities and report any problems to the first line supervisor, director and deputy director.
- 3) After-hours, the officers physically check the security of the Tribal Office Complex by making hourly rounds and by utilizing digital surveillance and recording equipment.
- 4) The officers also deter criminal activity by making foot patrols during community events that are being held within the tribal office complex or in nearby locations.
- 5) The officers maintain logs and provide written reports of incidents that occur during each shift, which is reviewed daily by the first line supervisor.

PROTECTIVE SERVICE OFFICER
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- 6) Report all suspicious activities and emergencies to the Director/Deputy Director of Protective Services.
- 7) Report to work on a monthly schedule that operates on 3 shifts per day, to include: nights, weekends, and holidays. Monthly schedules are developed by the first line supervisor each month.
- 8) Maintain certifications and credentials needed to provide bona-fide security.
- 9) Perform other job-related duties as assigned by the first line supervisor and director and deputy director.

MINIMUM QUALIFICATIONS:

1. High School diploma or GED.
2. Maintain annual re-certification requirements.
3. Ability to work irregular hours on a rotating shift.
4. Fluency in Choctaw and/or English preferred.
5. Must have high moral character and maintain high standards of personal conduct.
6. Ability to write clear and concise reports.
7. Ability to endure the significant amount of walking required by routine foot patrol activities.
8. Preference for prior security training and/or law enforcement experience.
9. Indian preference will be exercised in selecting candidates.

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