



Mississippi Band of Choctaw Indians

Uniform Patrol (Tribal Security)

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CHOCTAW, MS 39350

JOB ANNOUNCEMENT #471097

POSITION TITLE: Uniform Patrol Officer (Tribal Security) 10 – POSITIONS

SALARY: Grade 7

OPENING DATES: SEPTEMBER 05, 2023 SEP 05 2023

CLOSING DATES: SEPTEMBER 19, 2023 OR UNTIL FILLED

SUPERVISOR: Uniform Patrol Supervisor

TYPE OF EMPLOYMENT: Regular, Full- Time

JOB LOCATION: Smith John Justice Complex

SCOPE OF SERVICE AND EFFECT:

The Uniform Patrol Officer is responsible for patrolling and ensuring that all tribal business buildings and schools are secured by physically checking all doors and windows and will also be required to do bailiff duty. The overall objective is to increase and maintain the level of security on a regular and ongoing basis in and around the Tribal businesses, buildings, and properties.

DUTIES AND RESPONSIBILITIES:

01. Patrol assigned area(s) in patrol unit and/or on foot; maintain high level of security consciousness and awareness of activity within and around the Tribal businesses, buildings, and properties.
02. Respond to all security related radio calls.
03. Monitor and report unauthorized or suspicious person/vehicles within the security area to Choctaw Police Department.

04. Make reports of any indoor or outdoor security light bulbs requiring replacement, and any other property damaged, defective equipment and/or facilities.
05. Report all types of vandalisms and/or break-ins.
06. Notify the Supervisor/Director of all confrontations with any staff member or visitors.
07. Perform other related duties as assigned by the supervisor or director of Public Safety.
08. Complete and turn in all Field Activity Report, incident reports and necessary documents daily.
09. Be able to write an effective, informative, descriptive, and concise report.
10. Attend all security meetings and trainings.
11. Maintain the upkeep of security vehicles and workstations.
12. Will be required to work the week of the Choctaw Indian Fair.
13. Carries out other duties as assigned.

WORK ENVIRONMENT:

The Uniform Patrol Officer will be scheduled to perform duties during both day and evening hours at a location in the area described above. These duties will be required on a 24 hour rotating shift schedule. The work environment is subject to weather conditions.

PHYSICAL DEMANDS.

1. Must be in good physical condition and in good health, both mentally and physically.
2. Must be able to stand/walk for long periods of time.
3. Must be able to run/walk on uneven terrain for a long period of time.
4. Must be able to defend oneself if confronted in a sudden hostile/violent atmosphere at any given situation.
5. Must be able to think and act quickly in any emergency situation.

6. Must be able to hear and communicate effectively.
7. May be required to perform some lifting and bending.

QUALIFICATIONS:

- 01. Must have a High School Diploma or GED.**
02. Preference for prior security guard training and/or experiences
- 03. Must be able to work irregular hours, weekends and on Holidays on a rotating shift.**
04. Fluency in Choctaw and English required.
05. Indian preference will be exercised in selecting candidates.
06. Applicant must be 19 years of age and must be able to participate in departmental physical testing without any physical/medical limitations.
- 07. Must possess valid Mississippi Driver's License, adequate personal transportation and proof of liability insurance coverage.**
08. Must be qualified to operate Tribal vehicles.
09. Must have high moral characteristics; maintain high standards of personal conduct, honesty and integrity.
10. Ability to write an effective report of activities, such as incidents occurring on his/her shift or assignments that clearly identifies the date/time, nature of the incident or action, person(s) and properties involved, the names of complainants and other statements from witnesses and personal observations.
11. Must be willing to interact with the public, tribal officials, other departmental staff, other tribal entities and other agencies in a diplomatic, professional, and effective manner.
12. Must pass a criminal background check.
13. Applicant must never have been convicted of a felony or domestic violence convictions within the past three years.
14. Must pass personal background investigation to determine the applicant is of good moral character and is honest, reliable, loyal and above reproach. The background investigation includes all activities required by federal and tribal policy to ensure the applicant is appropriate to work in a position of trust.
15. Have good work habits and ethics (i.e. positive attitude, punctuality, maintains professional attire and neat appearance, ability to get along with others).
16. Must be able to perform required duties efficiently with minimal supervision.
17. Must be able to perform a wide variety of sensitive duties and responsibilities.
18. Must be able to meet and deal with a wide range of people in stressful situations.
19. Must always maintain a working telephone (cell or home).

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