



*Shoshone Tribe Service Station
PO Box 764
Fort Washakie, WY 82514
Phone: (307) 332-2906*

NOTICE OF EMPLOYMENT

POSITION: SECURITY OFFICER
DEPARTMENT: SHOSHONE TRIBE SERVICE STATION
SUPERVISION: DIRECTOR
SALARY: DOE
STATUS: PART TIME
OPENING DATE: September 27, 2021 **CLOSING DATE:** Until filled

POSITION SUMMARY:

As a Security Guard, you will undertake the surveillance of our premises and the protection of our staff and visitors. In addition, you will be responsible for detecting any suspicious happenings and preventing vandalism, thefts or any other criminal behavior.

DUTIES AND RESPONSIBILITIES:

- Inspect and patrol premises regularly
- Monitor property entrance
- Report any suspicious behaviors and happenings
- Secure all exits, doors and windows
- Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points.
- Obtains help by sounding alarms.
- Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restrict entry of trespassers.
- Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.

QUALIFICATIONS:

- Past experience as a Security Guard or similar role
- Experience with report writing
- Outstanding surveillance and observation skills
- Familiarity with surveillance systems
- Critical thinker and problem-solving skills
- Team player
- Good time-management skills
- Great interpersonal and communication skills

APPLICATION REQUIREMENTS:

- Submit a complete application with supporting documents to the Shoshone Service Station, 3 North Fork Road or by mail to P.O. Box 764, Ft. Washakie, WY 82514.
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.