



EASTERN SHOSHONE HOUSING AUTHORITY

P.O. Box 1250
Ft. Washakie, WY 82514
(307)332-5832
Fax (307)332-1486

NOTICE OF EMPLOYMENT

Position: **Security Officer**

Supervisor: Security Supervisor

Salary: Pay DOE

Opening Date: November 19, 2024

Closing Date: December 3, 2024

The Eastern Shoshone Housing Authority (ESHA) is seeking applications from individuals for permanent employment as a Security Officer.

Job Summary: The Security Officer's sole duty is to protect and serve Eastern Shoshone Housing Authority property from illegal activities. Assist in the collection of data to identify problem issues specific to the local area. Maintain a daily log of activities and report infractions to the Security Supervisor and/or ESHA Resident Department. Patrol and ensure all ESHA departments and/or property are securely locked and vacated. Must have interpersonal skills and telephone etiquette.

Performance Requirements: Must have the ability and willingness to learn. Availability to work on-call, evenings, nights, and weekend shifts is mandatory. Being able to maintain effective working relationships with employees and the general public is important. Communication (written and oral) and organizational skills are a must. Knowledge of modern office practices, procedures, and equipment. Must possess computer knowledge and skills. Maintain confidentiality, honesty, and trustworthiness. Must pass a drug test.

Certificates/Licenses: Must possess a valid Wyoming Driver's License throughout employment and be eligible for ESHA Vehicle Insurance.

How to Apply: Persons interested in this position should submit an Eastern Shoshone Housing Authority Employment application to Allison Sage ESHA Human Resource Director. Applications must be received by the close of business at 4:45 PM, December 3, 2024. For more information please call (307) 332-5832.

ESHA is an Equal Opportunity Employer and will not discriminate against any employee or applicant for employment because of race, religion, color, national origin, sex, age, or handicap under Title VI/ of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, The Equal Pay Act of 1963, and section 501 of the Rehabilitation Act of 1973.