



SAN CARLOS HOUSING AUTHORITY
P.O. Box 740
Peridot, Arizona 85542
(928) 475-2346 Fax: (928) 475-2349
www.sancarloshousingauthority.org

Position
Security Officer

Location
Peridot, Arizona

Job Type
Full-time

Salary
Depends on Qualifications

Opening Date
2/9/2024

Closing Date
Until Filled

Position Summary:

Provides protective services guarding SCHA property and safeguarding occupants and visitors in and around the campus and other designated areas.

ESSENTIAL FUNCTIONS:

- Patrols, on foot, all areas of the housing to establish a security presence and ensure safety of staff and visitors.
- Identifies fire and/or life safety risk situations; initiates appropriate action to correct situation.
- Completes applicable reports of instances up to and including injury, damage or theft with appropriate documentation (photos, witness statements, etc.) and coordinates intervention by appropriate law enforcement personnel, fire and/or emergency medical response as appropriate.
- Completes inspections, as requested.
- Examines doors, windows and gates to determine status, verifies vacancy of rooms and/or contents; questions unauthorized and/or suspicious personnel and requests identification.
- Responds to emergency situations; notifies local law enforcement of incident as appropriate.
- Provides information and general assistance to staff and visitors as requested.
- Maintains log of all shift activities.
- Directs traffic, controls parking, investigates minor collisions; issues warnings and/or notices for parking violations.

- Actively participates in a variety of professional and civic activities to increase contacts among various Tribal Departments.
- Participates in departmental orientation, on the job training and quality assurance programs/initiatives.
- Participates in a variety of department and housing educational programs to maintain current skill and competency levels; identifies and discusses performance or training needs with Supervisor.
- Performs other related duties as assigned.

Minimum Requirements:

- 6 months related experience, security preferred
- High School Diploma or GED equivalent
- Current and valid driver's license

Tribal Preference:

Preference in filling vacancies may be given in accordance with the Indian Preference Act and SCHA Personnel Manual relating to Tribal and Veterans Preference. The San Carlos Housing Authority will grant preference for employment to qualified individuals in the following order:

1. Enrolled members of the San Carlos Apache Tribe with Veterans' Preference. Enrolled members must show proof of honorable discharge by submitting a DD-214.
2. Enrolled members of the San Carlos Apache Tribe.
3. Indian spouse or Indian parent of an enrolled member of a federally recognized Tribe or a parent of an enrolled member of a federally recognized Indian tribe.
4. Enrolled members of a federally recognized Indian Tribe.
5. Non-Indian spouse or non-Indian parent of an enrolled member of a federally recognized Tribe.
6. Non-Indian.

The Tribal Preference policy applies to hiring, placement, selection for training, treatment during employment, promotion, transfer, reduction-in-force and lay off.