



SAN CARLOS HOUSING AUTHORITY

P.O. Box 740
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www.sancarloshousingauthority.org

JOB ANNOUNCEMENT

POSITION TITLE: Security Officer (3)

JOB ANNOUNCEMENT: 2025-441

OPENING DATE: February 14, 2025

SALARY: DOE

CLOSING DATE: February 28, 2025

LOCATION: SC Housing Authority

Job applications are available at Tufastone, Bylas Sub-offices or
can be mailed or emailed upon request.

Applications are due at the Peridot Office by 4:30 p.m. on the closing date.

ESSENTIAL FUNCTIONS:

Under the supervision of the Security Manager, this position is responsible for carrying out security duties which are limited to securing the San Carlos Housing Authority facilities, observing and reporting suspicious and criminal activity and promoting crime prevention and safety within the housing subdivisions of the San Carlos Housing Authority.

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

The San Carlos Housing Authority is an equal opportunity employer who provides preference in employment to eligible and qualified veterans and Native Americans in compliance with its human resource policy and procedures. 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.

DUTIES AND RESPONSIBILITIES:

Secures all facilities and properties that are controlled and owned by the San Carlos Housing Authority. Reports all emergency situations to the proper agencies Fire/Police/EMS. Patrols the Housing subdivisions and maintains a

high profile to deter crimes from being committed. Maintains a daily log of all activities that occur, prepares incident reports related to their job, report any lease violations to safety and crimes that are being committed, prepare and make presentations to the tenants on home safety, security and crime prevention, work closely with local law enforcement and other emergency service agencies and participates in all crime prevention activities sponsored by the San Carlos Housing Authority. And other duties as assigned.

MINIMUM QUALIFICATIONS:

Training and Experience:

- Any combination of training, education or experience equivalent to two years working as security officer or law enforcement.
- Must have a high school diploma or G.E.D.
- Must have no arrest record within the past 12 months.
- Must be at least 19 years of age.
- Must have no felonies.

KNOWLEDGE, SKILLS and ABILITIES:

Knowledge of federal laws applicable to the reservation; knowledge of tribal laws governing unlawful activities; knowledge of IHA rules and regulations applicable to tenants; ability to handle difficult and stressful situations. Ability to prepare written reports daily; ability to understand and follow written and oral instruction; ability to exercise initiative.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

1. Work is generally performed in an office environment.
2. Work may require frequent standing, walking and bending.
3. Incumbents may be exposed to repetitive motion and vision to monitor.
4. Incumbents may be required to operate a SCHA – vehicle.
5. Incumbents may be required to travel to various SCHA Project Sites.

ADDITIONAL REQUIREMENTS:

1. Must have a valid AZ Driver's License.
2. Must pass a pre-employment drug test.
3. Must submit certified 5-year MVR and be insurable under SCHA vehicle insurance.
4. Must submit evidence of professional licensure, if applicable
5. Applicants will be subject to and must pass a background investigation with a favorable determination.