Confederated Tribes of the Colville Reservation

Human Resources Office P.O. Box 150 Nespelem, WA 99155

(800) 506-9434 (509) 634-2017 Fax (509) 634-2864 www.colvilletribes.com

POSITION: Corrections Officer (4 Vacancies)
SALARY: $20.80 - $26.55, per hour DOE
REPORTS TO: Corrections Sergeant
LOCATION: Corrections Department, Nespelem, Washington

BASIC FUNCTIONS: The Correction Officer maintains safety and security to inmates in the Colville Tribal Corrections facility. They supervise, observe and control the inmates to prevent disturbances, injuries and escapes. Duties include processing inmates by recording fingerprints, personal data and inmate's personal items as well as providing orientation to facilities philosophy and rules upon admission. This position is classified as **Non-Exempt**.

MINIMUM QUALIFICATIONS:

Education and Training:

- ❒ Requires a high school diploma or GED
- ❒ Requires a valid Driver's License and to be eligible for the Tribes insurance
- ❒ Must be at least 21 years of age
- ❒ Complete Indian Police Academy or Corrections Officer Training Program within one year of employment
- ❒ Must pass a written exam
- ❒ Must pass Physical Agility Test at BIA Physical Standards
- ❒ Must successfully pass Psychological Exam and Polygraph Test
- ❒ Requires First Aid card or ability to obtain once employed

Knowledge, Skills, and Abilities:

- ❒ Plans, organizes, prioritizes and supervises inmates, records, data entry, and transport inmates.
- ❒ Provides administrative and Correctional Officer support to Tribal Corrections.
- ❒ Apply knowledge of tribal regulations to enforce security, protect life and property.
- ❒ Maintains discipline.
- ❒ Patrols assigned areas for prohibited activities, rule infractions, security breaches, unacceptable inmate behavior, and reports observations to supervisor as required.
- ❒ Supervises inmates in living quarters, instructs in proper housekeeping and sanitation, instructs inmates in proper use and care of tools and equipment in performing unskilled and semi-skilled work.
- ❒ Coordinates and supervises inmate services, activities and programs (medical care, court, mail, recreation, etc.).
- ❒ Requires a working knowledge of constitutional and statutory laws governing law corrections, security and control procedures .
- ❒ Requires well-developed human relations skill to resolve conflict and to work with disturbed or angry, or emotional individuals and groups, and cooperate with a work team
- ❒ Requires knowledge of computers and associated software.
- ❒ Requires ability to retain qualifications with a firearm, rifle, shotgun, Taser, etc., and maintain throughout employment
- ❒ Requires ability to work shift hours including evenings, weekends, and holidays, and be subject to call in on short notice
- ❒ Requires the physical ability to disassembling, reassembling, loading, firing, and performing malfunctions drills with a revolver, semi-automatic pistol, and shotgun

NOTE: Pursuant to Tribal Policy, this position is classified as safety-sensitive and is subject to pre-employment, reasonable suspicion, and post-accident drug testing procedures.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE EQUALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.

NEW: Effective May 12, 2014: All notifications from the Human Resources will be sent by E-mail, please make sure your e-mail address is entered on your application.

CLOSING DATE: To be considered for this positon, applications and supporting documents **MUST** be received in the Human Resources Office. Closes: **Open Until Filled** with bi-weekly reviews.

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office

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Must possess and maintain a valid Washington State driver's license and be eligible for the Tribes' Vehicle Insurance. In addition, this position may be subject to pre-employment background clearances. If applicable, these clearances must be maintained throughout employment.