



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPENS: **OCTOBER 25, 2013**

CLOSES: **NOVEMBER 8, 2013**

JOB TITLE: **CORRECTIONS/COMMUNICATIONS OFFICER** **DEPARTMENT:** **LAW ENFORCEMENT**

REPORTS TO: **CORRECTIONS SUPERVISOR**

SALARY: **LE MATRIX**

HOURS: **40 HRS/WK – FULL TIME**

POSITION SUMMARY:

Provides care and custody of inmates and maintains order and discipline among the inmates within the Puyallup Tribal Corrections and Detention Center, a minimum-security facility. Also provides communications services for police officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Operates the minimum-security corrections facility on a 24-hour 7 day a week basis and observes and maintains quality control of inmates by performing welfare checks every thirty minutes.
2. Books, searches and releases inmates. Safely transports inmates to Court, doctor appointments and other facilities as needed.
3. Conducts security checks and maintains security in all areas of the jail.
4. Documents all activity and prepares reports as necessary.
5. Oversees feeding and mealtime, observes visitation time, recreation, and oversees work assigned to inmates.
6. Investigates suspected rule violations and takes informal actions to correct inmate behavior, using minimum physical restraint necessary to maintain security in the jail and the safety of staff and prisoners.
7. Answers telephone calls and monitors jail access and egress.
8. Maintains prompt radio communications with field police officers. Dispatches police officer to calls for service.
9. Remains calm in emergency situations in order to collect all pertinent information accurately.
10. Runs ACCESS/WACIC for officers on warrants, protection orders, stolen vehicle reports, runaways, etc. and accurately documents names, plates and other information.
11. Answers the phone, takes and routes messages, issues hunting tags and boat registrations, etc. as needed.
12. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED). Strong communication skills and knowledge of computer use is required. Must be able to accurately type 35 WPM.

Note: Part-time work is prorated in crediting experience (e.g., if you work 20 hours per week for a 12-month period you will be credited with 6 months of experience).

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before the public or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Licenses or Certificates/Other

Must be able to complete and pass Washington State Corrections Communications Academy and Washington State Access Training or BIA Corrections Communications Training within one year of hire. Must pass physical agility test and medical physical exam and drug screen in order to meet BIA training standards prior to employment.

Employee will be subject to a one-year probationary period after successful completion of both Dispatch Communications and Corrections Officer Academies.

Employee may be subject to random drug screens and other tests during course of employment.

Must have and maintain a valid Washington State driver's license.

Must be at least 21 years of age.

Must acceptably pass criminal background check and periodically acceptably pass background check during employment.

Must have no felonies.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to read, write, communicate, and interpret information accurately in English.
- While performing the duties of this job, the employee is frequently required to talk and hear and use hands to finger, handle or feel.
- The employee occasionally is required to sit; stand; walk; push and/or pull; kneel, stoop, crouch or crawl; reach with hands and arms.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is moderate.
- The physical exertion is moderate.
- Position may be stressful at times due to the sensitive or confidential issues being addressed.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

HOW TO APPLY:

Submit application and resume postmarked by the closing date to:

Human Resource Department
Puyallup Tribe of Indians
3009 East Portland Avenue
Tacoma, WA 98404

Ph.#: (253)573-7863

Fax#: (253)573-7963

Job Line#: (253)573-7943

Email: jobs@puyalluptribe.com

*Note: Applications & copies of job announcements available at Rm. # 157
or online at www.puyallup-tribe.com*