

**\* \* \* JOB ANNOUNCEMENT \* \* \***

**POSITION: SECURITY SUPERVISOR (Temporary Position)**

**SALARY: \$18.00 P/H**

**OPEN DATE: August 20, 2020**

**CLOSING DATE: September 2, 2020**

**Definition:** Under the general supervision of the COVID-19 Coordinator. Security Supervisor will help the mitigation efforts of Elko Band. Security Supervisor, with the assistance of Security Personnel will monitor traffic and curfew violators in/out of Elko Colony areas while COVID-19 Restricted Access is in effect.

**Typical Duties:**

Will be responsible to supervise the Security staff during the COVID-19 Restricted Access to the Elko Indian Colonies.

Patrol the Elko Indian Colonies, upper and lower, to maintain the security of the community to safeguard public health during the state of emergency of COVID-19 pandemic. These patrols would enforce the Elko Band Council state of emergency, curfew, and entry onto the colony to residents only.

Maintain daily log of activities and necessary reports to the Elko Band Council. Reports will be issued to COVID-19 Coordinator and Council in either verbal or writing. Security will brief the COVID-19 Coordinator and or Elko Band Council Chairman on matters or issues as they arise. Council will set up meetings with security intermittently as this state of emergency is in order.

Security will notify the Bureau of Indian Affairs or BIA officers of issues that require law enforcement authority. In a medical emergency they shall also notify Law Enforcement and request medical assistance. If there are any security matters, threats, no compliance etc., security will notify BIA officers who will assist with the enforcement of law and order.

Will also cooperate and supply Bureau of Indian Affairs (B.I.A.) Police Officers with relevant data concerning violations, violators and any other information which B.I.A. Officers may deem necessary in performing their job.

Individuals should be familiar with colony residents and ensure they are allowed access to the colony. We do have individuals who access the back roads through the colony, and we have family members coming to check on family, so exceptions to entry are allowed and should be determined on a case by case basis. Business is authorized to enter for mail delivery, package delivery, food delivery etc.

Security staff shall maintain a visible presence on the colony during the duration of their shifts.

Will also be in charge of establishing and maintaining 'roadblocks' in and out of the Elko Colonies as well as, completing a traffic monitoring log sheet.

Shall create a written report, which will be submitted to the COVID-19 Coordinator, detailing the number of vehicles in/out of the Elko Colonies, number of hours worked by Security staff, monthly budget and any other information which may be considered important or of significance.

Other job duties as assigned.

### **Qualifications:**

Must be 21 years of age and have a valid State of Nevada Driver's License.

Must have the capacity to communication both orally and written.

Have the ability to enforce security measures and report violators to proper Law Enforcement.

Must have the ability to work closely with BIA Law Enforcement officers.

**Indian Preference:**

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Elko Band Council is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (1) of Title VII of the Civil Rights Act of 1964, amended in 1991.

**Application:**

Application may be obtained at the Elko Band Office located at 1745 Silver Eagle Drive, Elko, Nevada 89801. Applications can also be downloaded at [elkobancouncil.com](http://elkobancouncil.com) along with full job descriptions.