

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-145 **Issue Date:** 05-08-18 **Closing Date:** 05-21-18

Adult Corrections Officer
Corrections Facility
Department of Public Safety
Hourly Wage: \$16.05/Regular/Full-Time

Incumbent is responsible to maintain security of facility, custody and correctional treatment of inmates 24 hours a day, 7 days a week, in accordance with established regulations and procedures. All duties are performed within secured area of the Yakama Nation Corrections Facility.

Knowledge, Skills and Abilities:

- Knowledge in general, of federal and tribal criminal laws to recognize when violations of law occur and when individuals violating these laws must be placed under arrest.
- Knowledge of and ability to identify narcotics and narcotic paraphernalia.
- Skills in use of computer, 2-way radio, telephone, security video cameras, and fire alarm system.
- Ability to exercise sound judgment in urgent decisions affecting life, well-being, civil liberties, and property.
- Ability to adhere to high standards of personal conduct on and off the job.
- Ability to maintain alertness mentally and physically; maintain 100% physical fitness evidenced by and annual physical and PEB training.
- Ability and capability to quickly react to any emergency situation (escape, riot, etc.).
- Ability to apply basic counseling to influence positive attitudes and behavior of inmates.
- Ability to work with all types of inmates in a firm and fair manner including those with emotional disorders and disruptive behavior patterns.
- Ability to handle stress and exposure to potentially dangerous situations on a daily basis.
- Ability to communicate effectively, orally and in writing, with all levels of personnel including employees, supervisors, elected officials, etc.
- Ability to keep abreast of current and changing correction facility trends and practices.
- Ability to follow oral and written instructions.
- Ability to work as a team member.
- Ability to work independently and productively with minimal supervision.
- Ability to be reliable, dependable, and trustworthy.
- Ability to understand and follow established chain of command.

General Recruiting Indicators:

- Requires a high school diploma or equivalent and 2 years office work experience.

Special Requirements:

- Required to pass pre-employment drug test.
- Must possess a valid Washington State Driver License with the ability to obtain a Tribal Drivers permit.
- Required to successfully complete mandatory Basic Corrections Officer Academy within 6 months of hire.
- Required to obtain a First Aid/CPR card within 3 months of hire. Must keep current for the duration of employment.
- Required to wear a department uniform.
- Required to take an annual physical and PEB training.
- Must be willing to work irregular hours, overtime, weekends, holidays, or rotating shifts.
- Required to attend and successfully complete mandatory training.
- Must understand the position and working conditions, and consider the impact on personal life-style and family.
- Must maintain strict confidentiality of program and client information.
- Required to sign a code of conduct and understand sanctions for misconduct.
- Yakama Enrolled Preference, but all qualified applicants are encouraged to apply.