

# **Sisseton Wahpeton Oyate**

## **Job Description**

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**Job Title:** Security Guard, Full-Time

**Reports to:** Lead Security Officer

**Summary:**

Assures a safe and secure environment for the general public and employees while safeguarding the premises and assets of the Sisseton Wahpeton Oyate Administration building.

**Duties and Responsibilities:**

1. Responsible for patrolling the interior and exterior of the Administration building including parking areas to monitor for acts of theft, vandalism, violence, and building security.
2. Responsible for observing people who enter the premises including personnel and visitors for suspicious activities; prevents unauthorized people and prohibited articles entering into restricted areas.
3. Maintain a log book with details such as the names of each visitor, purpose of visit, and entry and exit times for the visit.
4. Respond to questions of visitors and the general public.
5. Escort visitors as needed to offices.
6. Contacts Law Enforcement when necessary to report acts of violence, theft, vandalism, threats, etc. Completes written incident report regarding any such incident.
7. Ensures buildings' windows and doors are securely locked and closed at the conclusion of the work day.
8. Responds to calls for assistance from personnel.
9. Responds to alarms and assesses the situation; directs evacuation process when necessary.
10. May be required to escort officials, visitors, and personnel to vehicles as requested or in emergency situations.
11. Monitors removal of SWO property from the premises to ensure the removal is authorized.
12. Help maintenance if need be.
13. Assist the public if need be due to medical reasons or elderly.
14. Other duties as assigned.

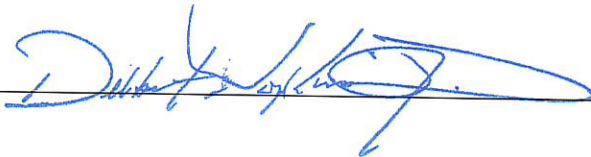
**Qualifications Requirements:**

1. Good communication skills, both verbal and written.
2. Ability to work well with the general public and personnel; courteous, polite, tactful.
3. Ability to respond to emergency situation quickly.
4. Ability to walk and/or stand for long periods.
5. Attention to detail.
6. Must complete CPR and First Aid training.
7. Valid driver's license, and able to obtain a SWO Tribal Driver's License.
8. No Felony convictions.
9. Able to work independently.
10. Able to proficiently use a computer, email and word processing.
11. Able to work nights, weekends and rotating shifts.

**Education and/or Experience:**

1. High School Diploma or GED
2. 2 year degree in law enforcement or related field preferred but not required.
3. 4 years experience in security, law enforcement, military service or combination of preferred but not required.

Approved



Date

4-22-2022