



Yurok Tribe

Job Description

JOB TITLE:	Security Control Operator		
JOB GRADE:	3	REPORTS TO:	Security Manager
STATUS:	Non-Exempt	LOCATION:	Klamath
DEPARTMENT:	Facilities	DIVISION:	Community Development
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$17.04-\$22.23		

POSITION SUMMARY:

The Security Control Operator serves as the primary location monitor of the surveillance system and security patrol. This position will provide the highest levels of support as needed for the safety and security of the Yurok Tribal facilities and grounds.

DUTIES AND RESPONSIBILITIES:

1. Monitoring, disposition and response to surveillance monitors and camera systems. Daily observance of all aspects of the tribal property under surveillance monitoring.
2. Operation and monitoring of communication equipment to include radio, telephone and cellular systems.
3. Make appropriate emergency and routine notifications according to Emergency Checklists and provide direction and response instructions to uniformed law enforcement when necessary.
4. Perform safety and security patrols both on foot and in vehicle to deter, detect, observe and report any security or safety issues.
5. Responsible for ensuring all pertinent information is documented and processed in a timely, effective and efficient manner.
6. Responsible for reliably and accurately documenting all actions taken in response to service requests, dispatches or information received and promptly forwarding that information to the appropriate personnel.
7. Responsible for the effective monitoring, investigation, dispatch and management of all incoming monitor point events pertaining to alarms and surveillance cameras.
8. Responsible for monitoring all available resources for any incident, events or emergencies that may impact the tribal facilities, employees or visitors and providing actionable information to appropriate personnel in a timely manner.
9. Responsible for ensuring all information, regardless of its nature, is received, documented and processed in an effective and efficient manner.
10. Responsible for reliably and accurately documenting all actions taken in response to requests or information received.
11. Camera views and NVR recordings will be checked periodically during the shift to ensure proper functioning and clarity.
12. Must be available to work any assigned shift or schedule including nights, weekends and holidays.
13. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

1. Grade 3: High school diploma or equivalent (GED) is required.
2. Candidates with equivalent combinations of education, training and experience will be considered.

SUPERVISORY RESPONSIBILITIES:

None.

MINIMUM QUALIFICATIONS:

1. Excellent written and verbal English communication skills in all presentation formats (i.e. - in person, via telephone, via radio, via e-mail, and handwritten format)
2. Intermediate to advanced computer skills, which must include extensive experience with Microsoft Windows XP and Microsoft Office 2007
3. Minimum one year experience with surveillance monitoring preferred.
4. Minimum typing speed of 45 wpm with a high level of accuracy.
5. Strong work ethic with an excellent attendance history.
6. Must be able to work in a diverse cultural setting due to the sensitive nature of the position.
7. Able to stay on task working effectively and productively with little to no direct supervision.
8. Strong time management and prioritization skills.
9. Able to remain calm, confident, and focused in high pressured situations.
10. Must work effectively in a cooperative team environment.
11. Will patrol on foot, stand, or sit, at a post for extended periods of time.
12. Must safely operate a vehicle, remaining alert and watching for suspicious persons/situations or policy violations while maintaining safe control of the vehicle.
13. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.

LANGUAGE SKILLS:

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

REASONING ABILITY:

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

VISION REQUIREMENTS:

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).

- 4. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____, (print name), acknowledge receiving a copy of this job description and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

Employee Signature

Date

Employee #

Supervisor Signature

Date

