YUROK TRIBE-JOB DESCRIPTION
Security Control Operator

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Security Control Operator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Grade:</td>
<td>3</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>Location:</td>
<td>Klamath/Weitchpec</td>
</tr>
<tr>
<td>Department:</td>
<td>Facilities</td>
</tr>
<tr>
<td>Division:</td>
<td>Community Development Division</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Facilities Director</td>
</tr>
</tbody>
</table>

ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE

Salary Range: $17.04-22.23 (Per HR)

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. Perform other related duties as deemed necessary.
SUPervisory Responsibilities:

This is a non-supervisory position.

MINIMUM QUALIFICATIONS:

1. High School diploma, or G.E.D. and 3 months of responsible experience in the security and/or surveillance.
2. Excellent written and verbal English communication skills in all presentation formats (i.e. – in person, via telephone, via radio, via e-mail, and hand written format)
3. Intermediate to advanced computer skills, which must include extensive experience with Microsoft Windows XP and Microsoft Office 2007
4. Minimum one year experience with surveillance monitoring preferred.
5. Minimum typing speed of 45 wpm with a high level of accuracy.
6. Strong work ethic with an excellent attendance history.
7. Must be able to work in a diverse cultural setting due to the sensitive nature of the position.
8. Able to stay on task working effectively and productively with little to no direct supervision
9. Strong time management and prioritization skills.
10. Able to remain calm, confident, and focused in high pressured situations.
11. Must work effectively in a cooperative team environment.
12. Will patrol on foot, stand, or sit, at a post for extended periods of time.
13. Must safely operate a vehicle, remaining alert and watching for suspicious persons/situations or policy violations while maintaining safe control of the vehicle.
14. 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.
15. Must pass a background investigation.
16. All applicants are subject to the Tribe’s Drug and Alcohol Free Workplace policy including pre-employment screening.
17. Qualified Indian Preference applies.

WORKING CONDITIONS:

The unavoidable, externally imposed conditions under which the work must be performed and which create hardship, including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one’s senses and mental demands.

1. Physical Demands (The nature of physical effort leading to physical fatigue). The work is primarily sedentary, with some foot/vehicle patrolling. Nearly continuous computer/monitor work is required in order to complete regular work duties. Some bending, pulling, pushing, stooping and carrying are required. Stressful situations may occur in the performance of daily tasks and meeting deadlines.
2. Environmental Conditions (Nature of adverse environmental conditions affecting the position) Work is performed in an indoor setting with common environmental controls and
YUROK TRIBE-JOB DESCRIPTION
Security Control Operator

outdoor setting with various weather conditions. Visitors are limited due to the confidentiality of work performed.

3. **Sensory Demands** (The nature of demands on senses). The majority of this position's functions require attention to detail. In addition, the position requires skills in interpreting reports. The position will also involve extensive use of Microsoft computer applications.

4. **Mental Demands** (Conditions that may lead to mental or emotional fatigue) There can be a number of deadlines associated with this position, which may cause significant stress and must also deal with a wide variety of people on various issues.

I, ______________________________, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

_________________________________________________  ______________
Employee Signature          Date        Employee #

_________________________________________________
Supervisor Signature        Date