



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: kiowatribe.org/careers

Job Opportunity: KTJA-25-013	Opens: 09/19/24 Closes: OUF
Position Title: Security Guard	
Salary Rate: \$9.00 to \$13.00 per hour	Duty Location: Carnegie, OK

JOB SUMMARY

The Incumbent works under the supervision of the security supervisor. The guards are to patrol the premises to prevent violence, vandalism, illegal entry, and any infraction of rules. Give directions to patrons or employees and answers questions relevant to the organization.

Reports To: Director of Security

HOW TO QUALIFY FOR THE JOB

Educational Requirements: High School Diploma or Equivalent. Six months (6) experience in Security or Law Enforcement field. C.L.E.E.T. certification or must attain with (90) days. Must be computer literate. No prior convictions.

- Make hourly checks to secure premises and personnel by patrolling property, monitoring surveillance equipment, inspecting buildings, equipment, and access points.
- Prevent losses and damages by reporting irregularities.
- Write reports of daily activities and irregularities, such as equipment or proper damage, theft, presence of unauthorized person(s), or occurrences.
- Keep order to help prevent any kind of disturbances.
- Secure all buildings doors and gates.
- Call police or fire departments in case of emergency, such as fire or presence of unauthorized person(s).
- Report any in kind of rule infractions.
- Attend KIC meeting and Legislative meetings.
- Escort any person(s) off property if they are being distributed or violent.
- Secure all other Kiowa Tribe owned building(s) off property.
- Any other duties as assigned.

EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (15) Paid Holidays Medical / Dental / Vision

\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee

401K with 3% employer contribution, per plan requirements

WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid Oklahoma driver's license.
- Must submit to and pass an Oklahoma State Bureau of Investigation (OSBI) background investigation.
- Must submit to and pass pre-employment and drug testing.
- Work indoors and will be working outdoors in different types of weather.

SUBMIT TO: hr@kiowatribe.org or

DROP OFF AT: 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.