



# KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe of Oklahoma will be accepting applications for the following position.

<b>Position Title:</b> Security Guard	<b>Department:</b> Security
<b>Opening date:</b> 4/3/2025	<b>Closing date:</b> 4/14/2025
<b># of vacancies:</b> 1 Full-time	<b>Location:</b> Kiowa Tribal Complex, Carnegie

## POSITION DETAILS:

<b>Status:</b> Full-time	<b>Reports to:</b> Security Director
<b>Classification:</b> Non-Exempt	<b>Salary Range:</b> \$9.00 per hour - \$17.00 per hour
<b>Division:</b> Tribal Operations	

**JOB SUMMARY:** The Security officer is to patrol the premises to prevent violence, vandalism, illegal and any fraction of rules. Give directions to patrons or employees and answers questions relevant to the organization.

## RESPONSIBILITIES:

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

## QUALIFICATIONS:

- Must possess a High School Diploma or GED equivalent.
- Six months' experience in Security or Law Enforcement field.
- C.L.E.E.T certification and license or must attain within six months (6).
- Must be computer literate.
- No prior convictions.

## 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
- Must submit to and pass pre-employment and random drug testing.

## PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Strong sense observation and quick response to any kind of situation.
- Must be able to lift 50lbs or more.
- Stand long periods of time.

**HOW TO APPLY:** Complete an employment application which is available online at: [kiowatribe.org/job-opportunities](http://kiowatribe.org/job-opportunities).

\*\*Submit completed applications to [hr@kiowatribe.org](mailto:hr@kiowatribe.org) or drop off at 100 Kiowa Way, Carnegie, Ok 73015.

- Walk short or long distance.
- Work indoors and will be working outdoors in different types of weather.

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