

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2012-163 **Issue Date:** 12-06-12 **Closing Date:** 12-31-12

Administrative Corrections Sergeant
YN Corrections & Rehabilitation Facility
Law and Order Committee
Hourly Wage: DOQ/Regular/Full-Time

Incumbent is responsible to maintain security of the facility and custody of inmates, 24 hours a day, 7 days a week. Serves as a senior sergeant and performs duties and responsibilities of detention, supervision, protection, control and accountability to inmates. This position will be signified by the rank of Master Sergeant.

Knowledge, Skills and Abilities:

- Ability to use and maintain firearms, auxiliary weapons, less lethal munitions and miscellaneous equipment.
- Knowledge of the customs and traditions of the Yakama Nation.
- Knowledge of Federal and Tribal Criminal Law.
- Knowledge and the ability to identify narcotics and narcotic paraphernalia.
- Knowledge of general principles and practices of jail management.
- Ability to exercises sound judgment during urgent decisions affecting life, well-being, civil liberties and property.
- Ability to recognize unusual and abnormal situations and act in accordance with existing policies, procedures and directives.
- Ability to successfully complete scheduled and required training relative to position.
- Ability to maintain mental alertness and 100% physical fitness.
- Ability to apply basic counseling to influence positive attitudes and behavior to inmates.
- Ability to work with all types of inmates in a firm and fair manner including those with emotional disorders and disruptive behavior patterns.
- Ability to handle stress and exposure to potentially dangerous situations on a daily basis.
- Ability to maintain strict confidentiality of program and client information.
- Ability to communicate courteously, tactfully and effectively.
- Ability to follow oral and written instructions.
- Ability to work independently and productively with minimal supervision.
- Ability to be reliable, dependable and trustworthy.
- Ability to understand and follow established chain of command.

General Recruiting Indicators:

- Requires a high school diploma or equivalent AND 5 years of work experience in law enforcement phases of detention.
- Must provide a copy of certification for an approved basic correctional or Police Officer Training Program at time of hire.
- Required to pass a pre-employment drug and alcohol test.

Special Requirements:

- Must possess a valid Washington State Driver's License with the ability to obtain a Tribal Driver's Permit.
- Required to successfully pass a criminal background check.
- Required to successfully complete mandatory training for First Level Supervision Certification within 6 months of hire.
- Require to maintain basic first aid, CPR and AED certification.
- Must understand the position and working conditions and consider the impact of personal lifestyle and family changes.
- Must be willing to work irregular hours, overtime, weekend, holidays and rotating shifts. Must be willing to attend and successfully complete mandatory training.
- Required to sign a code of conduct and understand the sanctions for misconduct.