



## JOB ANNOUNCEMENT

<b>JOB TITLE:</b>	<b>Security Officer I (FULL TIME)</b>
<b>LOCATION:</b>	Lone Butte Development Park
<b>REPORTS TO:</b>	Security Manager
<b>SALARY:</b>	Starting \$10+ DOE
<b>HOURS OF WORK:</b>	<b>10 hour/4 days per week (40 Hours per week)</b>

**Organizational Overview:** Lone Butte Development L.L.C ("Lone Butte") is seeking a Full-Time Security Officer I for its Security Department. The Security Department observes and reports while conducting vehicle patrols of the Lone Butte Industrial Parks. Training, uniforms and equipment will be provided by Lone Butte. Lone Butte Development L.L.C (also known as Lone Butte Industrial Park) is a Tribal Corporation of the Gila River Indian Community that leases land to businesses to locate and develop within the 820-acre park.

### **JOB OVERVIEW:**

Lone Butte Development L.L.C is seeking an efficient, alert, motivated, willing to learn new or expand current skills individual to fill this full-time position. Under the supervision of Security Department Manager, the Security Officer I will work with other Security Officers or independently. Some of the responsibilities for this position include:

- Great Attendance!
- Provide adequate surveillance of the Park premises and/or properties
- Directing Traffic
- Making assigned patrols according to instructions
- Observe doors, windows, gates and other building entries and exits to ensure security
- Reporting and responding to fire, safety hazards, power outages, un-authorized entry to park buildings and other emergency situations
- Interpret and assess situations, issues and concerns that occur within the park
- Post reports and maintain daily logs accurately and completely the end of each duty shift in addition to preparing typed reports utilizing Microsoft Word (In unusual circumstances such as hazardous conditions a typed incident report will be required).
- Perform other duties and assignments as assigned.

### **REQUIRED KNOWLEDGE, SKILLS AND QUALIFICATIONS:**

- Knowledge of general security and patrol procedures and practices
- Ability to exercise good judgment and common sense while responding to various situations is a requirement.

**Job Announcement Open from June 26 - July 14, 2017 or until filled**

- Must be willing to undergo a pre-employment drug screening test for the presence of controlled substances.
- High school Diploma or G.E.D equivalent including previous work experience and/or education in which relates to this position.
  - Applicants without a G.E.D, must obtain a G.E.D and required to participate and successfully complete a G.E.D. Arizona State certified exam to continue employment.
- An equivalent combination of experience and education that will allow the applicant to satisfactorily perform the duties of the job may be considered when filling the position.
- Valid Arizona State Driver's License with proof of driving record for the past 39 months, and to be submitted with application (**Applications are incomplete without this driving record and will not be accepted**).
- Must have the ability to be on-call and work varied hour shifts
- Must be able to follow written and oral instructions and perform assigned tasks with or without supervision with the ability to communicate effectively verbally and in writing
- Must have the knowledge and basic understanding of Microsoft Word & Outlook Email
- Must be willing and able to work rotating shifts and weekends
- Must have reliable transportation
- Must maintain an insurable driving record
- Must have the physical health, emotional alertness and ability to meet the demands of assigned duties
- Must have the ability to maintain effective working relationship with people of varied economic, educational and cultural backgrounds
- Preference is given to qualified members of the Gila River Indian Community

**\*Applications can be picked up at the Lone Butte Administration Office. Employment Applications must be received by the Lone Butte Human Resources Office no later than 4:00 P.M. with a 39-month MVR to be considered an applicant on the closing date as listed above.**

SUBMIT APPLICATIONS TO:

Lone Butte Development L.L.C  
1235 S. Akimel Lane  
Chandler, AZ 85226  
ATTN: HUMAN RESOURCES