

KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way
Happy Camp, CA 96039
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1836 Apsuun Street
Yreka, CA 96097
Ph: (530) 842-1644 • Fax: (530) 842-1646

Vacancy Announcement

Title: Security and Emergency Services Officer I/Surveillance-Cyber Technician

Reports To: Assistant Director/Operations Manager

Location: Yreka, with travel to Happy Camp and Orleans

**Assigned
Work Location:** Yreka

Salary: \$21.63 to \$26.44 per hour/DOE

Summary: This position is responsible for coordinating the Security, Surveillance, and Cyber-Security activities of the assigned areas to maintain security, surveillance, and emergency technology equipment and safety of people and property. Implements various activities for the Karuk Tribe Housing Authority KTHA communities focusing on youth, drug, crime/safety awareness programs, and surveillance/cyber security.

Classification: Full Time, Regular, Non-Exempt

Application Deadline: March 31, 2025 by 5:00 PM

Applications are available at all Tribal Offices or on the Internet at www.karuk.us. The Karuk Tribe's TERO Preference and Drug and Alcohol Policy apply. If selected, applicants must Successfully pass a drug screening and be willing to submit to a criminal background check.

Job Descriptions are available online at: www.karuk.us or by contacting the Human Resources Department at: Telephone: (530) 493-1600 ext. 2043 or ext. 7034, Fax: (855) 437-7888, or Email at humanresources@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. Assists and coordinates the activities of the Neighborhood Watch Program in the KTHA community of Yreka. Will assist with other communities as needed.
2. Patrols community on foot, bicycle, off-highway vehicles, and marked security patrol vehicle to address and/or report suspicious activity and safety/fire hazards.
3. Investigates and/or reports hazards and/or unusual or suspicious circumstances to law enforcement/emergency personnel for intervention/correction or follow-up actions.
4. Maintains regular contact with law enforcement/emergency agencies of jurisdiction.
5. Checks doors, windows, and buildings to ensure they are closed and locked; documents any unsecured windows and/or buildings.
6. Responds to KTHA incidents, alarms, and dispatch calls to initiate, activate, and determine level of response necessary. This includes being the primary point of contact for KTHA tenants outside of business hours.
7. Works a flexible, non-standard work schedule to accomplish departmental responsibilities including extended hours during the day, night, weekends, and holidays, and remains on-call via cell phone 24 hours per day, seven days per week to patrol communities.
8. Coordinates crime prevention, community, and youth events on a quarterly basis in Yreka. Shall be available to assist with activities in other communities as needed
9. Maintains meticulous records and prepares written reports of security incidents/circumstances, and other periodic special reports, in a timely manner for submission to the Assistant Director/Operations Manager and Executive Director.

10. Assists with operating and maintaining Surveillance Systems, Security, Emergency Services, and Search and Rescue equipment.
11. Participates in Security and Emergency Services training.
12. Assists with and/or attends court and legal proceedings in a professional manner as assigned by the Assistant Director/Operations Manager.
13. Reviews security camera recordings after an incident, and prepares appropriate reports for management and law enforcement.
14. Installs, updates, and maintains Digital Video Recorders (DVRs) and Network Video Recorders (NVRs) for all KTHA cameras/systems.
15. Performs regular checks on KTHA digital security cameras and digital security systems to ensure the integrity of assets during security incidents.
16. Notifies the appropriate Maintenance Supervisor if any security cameras need cleaning or vegetation removal.
17. Installs new digital security cameras and other security related items, sometimes located on high walls and roofs, and installs cabling in tight spaces such as attics and crawlspaces.
18. Submits written reports to the KTHA Board of Commissioners on a monthly basis.
19. Is available for local and out of the area travel as required for job related training.
20. Attends all required meetings and functions.
21. Is polite and maintains a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Ability to work effectively with Native American people in culturally diverse environments.
2. Ability to manage time well and work under stressful conditions with an even temperament.
3. Ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrated ability to understand and follow oral and written instructions.
5. Troubleshooting skills to pinpoint software and hardware problems.
6. Working knowledge of software products including Microsoft Office, PDF, email clients, web applications, and audio/video applications.
7. Working knowledge of networking and internet systems.
8. Hands-on experience in system installation, configuration and maintenance.
9. Documented experience in security, hospitality, or customer service.

Requirements:

1. Must be at least 21 years of age, possess a High School Diploma or equivalent.
2. Must have at least one of the following: Associates Degree in a computer or security field, or two-years experience directly related to the duties, responsibilities, and abilities specified .
3. Must have CompTIA A+, Network+, Security+ or equivalent technical certifications, or ability to obtain within set timeframe.
4. Must be proficient with multiple computer programs, including word processing and spreadsheets.
5. Must have knowledge of basic security, fire inspection procedures, and emergency services activities and programs.
6. Must possess, or be able to obtain within 90 days, an American Red Cross Cardiopulmonary Resuscitation CPR Certificate and American Red Cross Basic First Aid Certificate.
7. Must be able to safely operate and/or ride a bicycle.
8. Must possess the ability to analyze and solve problems.
9. Must possess the ability to communicate effectively, both orally and in writing.
10. Must possess the ability to make administrative/procedural decisions and judgments in accordance with the priorities of supervisors and the mission of KTHA.
11. Must possess the ability to investigate, gather data, compile information and prepare reports.
12. Must possess the ability to foster a cooperative work environment, plan, and evaluate programs.
13. Must demonstrate emotional stability and presence of mind during periods of extreme tension and stress.
14. Must have the ability to work on a ladder and in high locations such as roof tops.
15. Must have the ability to work in tight locations such as attics and crawl spaces.
16. Must have knowledge of computers, networks, and security, including specific knowledge of Internet Protocol IP Cameras, Windows, switching, telephony, and cabling.
17. Must strictly adhere to all applicable confidentiality policies.
18. Must perform all duties ethically and demonstrate the ability to follow the chain of command.
19. Must possess valid driver's license, good driving record, and be insurable by KTHA's insurance carrier.
20. Must successfully pass a pre-employment drug screening test and criminal background check with no felony offenses or convictions.

Working Conditions:

1. While performing the duties of this job, the employee is regularly exposed to outside weather conditions including extreme cold and heat, rain, snow and wind.
2. This position will experience moderate physical activity that may require standing and or walking for more than four hours per day.
3. This position will experience a work environment that involves some exposure to hazards or physical risks, which require following basic safety precautions/procedures.

Tribal Preference Policy: In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Committee Approved: March 14, 2025

Employee's Signature: _____