

Caddo Nation of Oklahoma – Vacancy Announcement

Below you will find the vacancy announcement, qualifications, and requirements. To be considered for the position you must fill out a Caddo Nation of Oklahoma Employment Application available at the Administration building, or may be found at www.mycaddonation.com/employment. The Caddo Nation of Oklahoma does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Caddo Nation of Oklahoma is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.

Job Title:	SECURITY GUARD	Posting Date:		Closing Date:	
Department:	SECURITY	Status:	Regular Full-Time		
Duty Location:	CADDO NATION	Salary:	10.00/12.00		

Job Summary:

Protect and secure the asset's of the Caddonation this includes, building check's on all buildings located within the Caddonation properties, foot patrol and vehicle patrol, checking and securing all Caddonation owned vehicles, outside complex patrol's and building check's at the Caddonation housing authority and the CHR properties.

Qualifications:

Must be able to pass a background check, must be able to pass drug test prior to being hired and submit to random drug test throughout your employment, must possess a valid oklahoma driver's license, must possess a high school diploma or GED equivalent, must be able to obtain a cleet security guard license within 6 months of employment.

Basis of Rating: An evaluation of education and experience will be conducted on qualified applicants. Please submit a brief summary describing how you meet the qualifications as listed above.

Requirements:

Be able to stand and walk for extended period's of time, must be able to lift at least 25lbs, be available to work any shift when needed, overtime at times will be required, be able to speak clearly and communicate with other's, must be computer literate.

Application Procedure:

Submit the following:

- A current Caddo "Job Application"
- A Certificate of Degree of Indian Blood (CDIB), if applicable
- Current valid Oklahoma Driver's License
- College Degree and/or Transcript, Certificates of Completion or Proficiency
- Other Documents Deemed Applicable

Where to Apply:

Name	Address	Phone Number	Fax Number	Email Address
Caddo Nation of Oklahoma Personnel Dept.	PO Box 487 Binger, OK	(405)656-2344	(405)656-0961	hrparton@mycaddonation.com