

Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 • www.QuilCedaVillage.org



Quil Ceda Village
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JOB TITLE: Alarm Specialist

DEPARTMENT: Tulalip Data Services

JOB DESCRIPTION: The Alarm Specialist with moderate supervision, provides security services to the Tulalip Tribes TDS Physical Security department by monitoring, receiving, processing, and responding to information dealing with physical security access control and safety issues. This position may be assigned to an on-call duty status and respond to alarms situations to electronically secure and lock Tulalip facilities, communicates professionally with all Tulalip Tribes staff and visitors. This position serves as a work leader for the TDS Security Department.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5016

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYEE CLASSIFICATION: Non-Exempt

EMPLOYEE REPORTS TO: TDS Physical Security Manager

EMPLOYEE SUPERVISES: None

EDUCATION:

- High School Diploma or GED required (Attached copy of diploma or transcript with application)
- 06 Low Voltage License required or 06 Apprentice with ability to test for license (attach copy of Licenses with application).
- Technological experience, with preferred experience using Word, PowerPoint, and Excel.

SKILLS:

- Good verbal and written communication skills with high reading comprehension
 - Excellent customer service skills
 - Knowledge of TCP/IP and related network protocols
 - Knowledge of DNS, WINS, DHCP and related network services
 - Strong multitasking abilities
 - Demonstrated ability to maintain professionalism when dealing with conflict
 - Must be able to work without direct supervision from management
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- Must have the ability to utilize judgement in application of department policy
- Ability to identify issues and utilize problem-solving skills
- Demonstrated ability to quickly adjust to changing circumstances or situations
- Strong decision-making skills
- Must be a team player
- Must have high attention to detail with excellent listening skills

OTHER REQUIREMENTS:

- Must be able to successfully complete a tribal , state, and federal background investigation
- Must have understanding of information security and privacy policies such as HIPPA and PCI
- Must have a Valid Driver’s license
- Must have proof of car insurance
- Must own reliable transportation to work normal and adjusted hours as needed
- Work evenings, weekends. And holidays as needed or requested
- Must be willing to work on an “ on-call “ rotation to support tribal and commercial clients 24/7
- Must be willing to attend progressive job related training as requested

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Ability to lift and carry 40 lbs.
- Mobility to bend, stoop, and/or climb stairs on an occasional basis
- Tolerance to be exposed to computer screen for prolonged periods of time on a regular basis

SPECIFIC JOB PERFORMED:

- Process access control requests, create ID badges and assign access authorities
- Monitor and review surveillance systems and access control logs for evidentiary purposes
- Administer ID badges and related documentation with regards to C*CURE database
- Perform monitoring of Milestone CCTV systems and cameras
- Coordinate security vendors and perform various procurement processes
- Performs other related duties as deemed necessary or requested
- Installs, supports and troubleshoots surveillance software on client computers

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications