



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 152-19

OPENING DATE: 08/15/2019

CLOSING DATE: 08/29/2019

POSITION: Security Background Specialist/
Adjudicator

POSTED: IN & OUT

PAY GRADE: NE9 (\$16.90/hr - \$22.82/hr)

FLSA STATUS: Non-Exempt

POSITION TYPE: Full Time

FUNDING SOURCE: POI Funded

DEPARTMENT: Human Resources

REPORTS TO: Human Resources Director

BACKGROUND LEVEL: High Public Trust

JOB PURPOSE: Conducts background investigations, writes investigative reports and submits for review completed reports for the purpose of determining employment suitability of the employees or future employees.

JOB DUTIES:

- Maintain professionalism in all interactions with internal and external customers.
- Reviews applications to ensure accuracy on questionnaires and authorization forms to conduct background investigation.
- Responds to questions and concerns with regard to the background investigation process.
- Determine level of clearance needed and the required scope of investigative coverage for the person or position, and initiates the appropriate background plan check.
- Ensures all investigative data obtained is in compliance with established federal, state, local, and tribal adjudicative guidelines for all cases.
- Conducts Personal Subject interviews.
- Performs record searches at police agencies, courthouses, educational institutions, financial institutions, and medical/mental health facilities.
- Perform live scan fingerprinting.
- Prepare investigative interrogatories and reports for adjudicative review.
- Prepares report and summaries with all obtained information in a clear and concise manner. Makes recommendations for final consideration.
- Resolves any issues and questions and brings to resolution prior to sending the case for adjudication.

- Conduct investigations for current employees who have self-reported or information reported by supervisor for conduct that may jeopardize their current level of background clearance.
- Meet with applicants and current employees to discuss their "Letter of Inquiries".
- Adjudicates cases based on an overview of relevant information as a whole to determine employment suitability of prospective applicants and continued employment for current employees.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.

- High School Diploma or GED.
- Associate Degree in criminology, *or related field*.
- Three years of work experience in background investigations.
- Background/Adjudication Certification.
- Must be able to obtain a Notary License.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of traditional forms of government and Pueblo customs and traditions.
- Knowledge of Federal, State, Local and Tribal Laws and regulations that pertain to background investigations.
- Knowledge and experience initiating and conducting background investigations in accordance with public laws and executive orders, as well as any guidelines that apply to the Pueblo of Isleta.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Skill in operating various word-processing, spreadsheets, presentation and database software programs.
- Skills to analyze difficult, complex and controversial cases to determine the scope of investigation.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds, and to treat visitors and employees with tact and courtesy.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines; ability to organize and prioritize work activities; uses time efficiently.
- Ability to deal with frequent change, delays or unexpected events.
- Ability to exercise independent judgment.
- Ability to work independently with minimal supervision.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT

- Work is performed in a typical interior/office environment.
- May be required to travel within the state.
- Noise level is usually minimal.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.