



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

POSTING NO: 148-20

OPENING DATE: 09/22/2020

CLOSING DATE: Open Until Filled

POSITION: Animal Cruelty Investigator
PAY GRADE: NE6 (\$17.57/hr. - \$23.72/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Police Department-Open Space
REPORTS TO: Police Captain
BACKGROUND LEVEL: Public Trust

POSTED: IN/OUT

JOB PURPOSE: Protects animals from abuse and neglect and educates tribal members on proper care for their animal. Patrols and investigates complaints and manages domestic problem animals which may present a danger to themselves or the community in accordance with Isleta Pueblo ordinances, laws and regulations.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Investigate complaints of cruelty to animals.
- Collect evidence on cruelty cases; take pictures, interview suspects.
- Complete paperwork and reports pertaining to cases in a professional and timely manner.
- Follow up on animal cruelty complaints and phone calls.
- Perform on call duties.
- Conduct educational programs as requested.
- Perform other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- Animal Cruelty Investigators Certification within 1 year of employment.

- Must be certified as an Animal Control Officer for a minimum of 3 years.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- 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 crime scene management and primary investigation procedures.
- Knowledge of interviewing and interrogation techniques.
- Ability to testify in a court of law.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of animal control methods and techniques.
- Skill in the use of a variety of animal control methods and techniques.
- Skill in operating various word-processing, spreadsheets and database software programs.
- Ability to be tribally commissioned.
- Ability to evaluate situations or information to determine compliance with animal or natural resource standards.
- Ability to use tranquilizer gun.
- Ability to exercise independent judgment.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Standing and walking may be on uneven surfaces or unstable ground.
- Position requires ability to lift 50 lbs.

WORK ENVIRONMENT:

- Work is generally performed outdoors.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Situations where safety-toe shoes, safety goggles, gloves, or protective face shields are needed may occur.
- Travel within the Pueblo area is required for patrolling assigned areas.
- Frequent interaction with the public.
- Evening and weekend work required.

PREFERENCE:

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