



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 057-21

OPENING DATE: 04/29/2021

CLOSING DATE: 05/13/2021

POSTED: IN/OUT

POSITION: Police Department Assistant
PAY GRADE: NE3 (\$13.20/hr. - \$17.82/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full-Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Police Department
REPORTS TO: Police Captain
BACKGROUND LEVEL: Public Trust

JOB PURPOSE: Contributes to the efficient daily operation of the Police Department by performing a variety of clerical duties. Maintains professionalism in all interactions with internal and external personnel.

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:

- Answers incoming telephone calls, determines purpose of callers, and forwards calls to appropriate personnel or department.
- Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable.
- Retrieves messages from voice mail and forwards to appropriate personnel.
- Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel.
- Answers questions about program services and provides general information.
- Monitors visitor's access and signs in visitors as required.
- Updates appointment calendars as needed.
- Assists in community policing projects as directed.
- Receives, sorts, and routes mail, and maintains and routes publications.
- Sends fax, and retrieves, logs and distributes incoming faxes.

- Attends and participates in meetings, trainings, and appropriate professional development activities.
- Serves and processes subpoenas.
- Utilizes RMS Criminal History Reporting system to generate reports.
- Processes officer's paperwork for Tribal Court and State Courts.
- Prepares all graphs and charts for presentations at tribal and federal levels as required by specific grants.
- Tracks statistical data and compile into statistical reports on a monthly, quarterly, and annual basis.
- Files citations, supplementals, tow sheets, DWI's, criminal complaints and crash reports.
- Processes, enters data and mails traffic citations.
- Assists IPD law enforcement in properly creating and generating reports, extracting and retrieving reports.
- Processes requests for police reports and provides information to supervisor, co-workers and the general public as needed; processes incident reports for Social Services.
- Communicates effectively and coordinates with other law enforcement administrative staff and personnel to exchange information on reports as requested.
- Assists in the development of specialized databases and systems for recording and tracking of statistical information.
- Collects money from report requests and tracks petty cash.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- Six months clerical or administrative experience.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of office functions, procedures, and policies.
- Skill in operating various word-processing, spreadsheet and database software programs.
- Skill in treating internal and external customers with tact, courtesy, and respect.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.

- Ability to use effective communication skills, both verbal and written, and provide reports as needed.
- Ability to work professionally and cooperatively with staff, parents, and community members.
- Ability to understand and comply with confidentiality of records and law enforcement sensitive information.
- Ability to exercise independent judgment.
- Ability to work as part of a team and collaborate with colleagues.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires occasional lifting of 15 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office environment.
- Noise level is usually minimal.

PREFERENCE:

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