



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

**POSTING NO: 067-22**

**OPENING DATE: 04/20/2022**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Security Officer  
**PAY GRADE:** NE2 (\$12.00/hr. - \$16.20/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Police Department  
**REPORTS TO:** Security Officer/Supervisor  
**BACKGROUND LEVEL:** Public Trust

**JOB PURPOSE:** Responsible for maintaining the overall security of the Pueblo of Isleta's buildings, storage areas, and equipment by patrolling after hours to ensure buildings are properly secured.

*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:**

- Patrol premises regularly after business hours to help prevent theft, vandalism, and damage to property.
- Observe for signs or crime or disorder and report any disturbances to Isleta Police Department.
- Ensure that doors and windows are closed, locked, and secure.
- Responsible for documenting and reporting all incidents in the activity log and/or incident reports.
- Work with tribal police, fire, and/or emergency medical teams as needed.
- Occasionally may be required to attend court on behalf of POI.
- Occasionally performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma or GED.
- One-year experience as a security officer or guard.
- Valid New Mexico's driver's license with ability to meet and maintain Pueblo of Isleta's liability insurance requirements.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies. Must have fingerprinting completed prior to employment.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of traditional forms of government and Pueblo customs and traditions.
- Knowledge of public safety and security procedures and protocols.
- Knowledge of English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of surveillance technology.
- Basic knowledge in Microsoft Office products, particularly in Excel.
- Strong observation skills.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to maintain confidentiality.
- Ability to exercise independent judgement.
- Ability to carry out instructions furnished in verbal or written format.
- 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 occasional lifting of 50 lbs.

**WORK ENVIRONMENT:**

- Work is generally performed outdoors.
- Exposure to natural weather conditions such as high levels of heat, cold, wind, rain, hail, and snow.
- Evenings and weekends required.
- Noise level is usually minimal.
- Holidays, as well as evening and weekend work required.

**PREFERENCE:**

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