



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
**PHONE: (505) 869-7584 FAX: (505) 869-7579**  
**EMAIL: [poiemployment@isletapueblo.com](mailto:poiemployment@isletapueblo.com)**

**VACANCY ANNOUNCEMENT**

**POSTING NO: 114-22**

**OPENING DATE: 08/05/2022**

**CLOSING DATE: 08/19/2022**

**POSITION:** Police Records Technician  
**PAY GRADE:** NE4 (\$14.52/hr. - \$19.60/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI  
**DEPARTMENT:** Police Department  
**REPORTS TO:** Police Captain  
**BACKGROUND LEVEL:** Public Trust

**POSTED: IN/OUT**

**JOB PURPOSE:** Receives and maintains all records of criminal activities, incident reports, and histories; assists public in obtaining incident and accident reports. Monitors access to records and maintains a high level of security in accordance with established policies, procedures and protocols.

*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:**

- Processes, enters data and mails traffic citations.
- Serves and processes subpoenas.
- Serves as the technical advisor for IPD law enforcement in properly creating and generating reports, extracting and retrieving reports.
- Completes and delivers monthly reports for BIA, IHSP, OBD, ODWI, incident reports requirements.
- Processes requests for police reports and provides information to supervisor, co-workers and the general public as needed; processes incident reports for Social Services.
- Maintains certification on RMS Criminal History Reporting system.
- Processes officer's paperwork for Tribal Court.
- Sends warrants back to originating agencies.
- Communicates effectively and coordinates with other law enforcement administrative staff and personnel to exchange information on reports as requested.

- Prepares all graphs and charts for presentations at tribal and federal levels as required by specific grants.
- Develops and maintains specialized database and systems for recording and tracking of statistical information.
- Manages money collected from report requests and petty cash.
- Sends crash reports to NMDOT on a monthly basis.
- Communicates with detention centers regarding detainees.
- Processes background checks from OPM.
- Develops and implements policies and procedures of IPD records and reports, updates regularly or as needed.
- Serves as department liaison for Criminal History Records reporting and attends specific training for reporting information to the State.
- Trains employees in the proper use and dissemination of confidential records.
- Establishes levels of security restrictions to confidential records.
- Tracks statistical data and compile in to statistical reports on a monthly, quarterly, and annual basis.
- Prepares discovery for courts and defense attorneys.
- Performs general office duties as necessary.
- Files citations, supplementals, tow sheets, DWI's, criminal complaints and crash reports.
- Archives inactive files to storage; updates file system including criminal files.
- Maintains inventory and orders supplies.
- Maintains confidential information.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma or GED.
- Two years related experience in records management.
- 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.
- Knowledge of tribal, state, or local laws, legal codes, court procedures or precedents.
- Knowledge of tribal community, customs and geographical area of the Pueblo of Isleta
- Knowledge of relevant equipment, policies and procedures, and strategies to promote effective tribal security for the protection of people, data, property and facilities.
- Skill in operating various word-processing, spreadsheets and database software programs in a Windows environment.
- Skill in using Sleuth software.
- Skill in treating internal and external customers with tact, courtesy, and respect.
- Ability to maintain confidential information.
- 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 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.
- Noise level is usually minimal.

**PREFERENCE:**

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