



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
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### **VACANCY ANNOUNCEMENT**

**POSTING NO: 002-23**

**OPENING DATE: 01/04/2023**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Police Cadet  
**PAY GRADE:** NE4 (\$14.52/hr. - \$19.60/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Police Department  
**REPORTS TO:** Police Sergeant  
**BACKGROUND LEVEL:** Law Enforcement

**JOB PURPOSE:** In training and assists with law enforcement and crime prevention services to maintain a safe and secure community for Pueblo of Isleta.

*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:**

- Assists with citizen-initiated calls for service and conducts self-initiated investigations while patrolling the Pueblo of Isleta to deter criminal activity with a FTO.
- Explains laws and police procedures to citizens if needed, under direction of FTO.
- Operates keyboard data terminals.
- Upon completion of training and commission as a police officer enforces state laws and local ordinances and arrests suspected violators of the law.
- Prepares various reports and documents to complete investigations; and presents evidence and testimony in a judicial setting.
- Police cadet personnel are required to work rotating shifts and holidays as needed.
- Assists with patrolling tribal roads and state highways within the boundaries of the Isleta Indian Reservation to enforce traffic laws and assist motorists in distress.
- Provides security and law enforcement for tribal activities.
- Establishes and maintains effective working relationships with co-workers, tribal administrators, and the general public.
- Observes and reports conditions conducive to crime or which might endanger public safety.

- Assists search and rescue groups, HAZMAT situations, and fires as requested.
- Works in cooperation with the EMTs and administers first aid or renders interim emergency care when necessary.
- May provide oral testimony, service warrants, and assists with police reports, as requested by the Isleta Tribal Court and other tribal, federal, and state courts under direction of FTO.
- Assists citizen groups, tribal programs, and other programs serving the Pueblo of Isleta to implement crime and delinquency prevention or public awareness/public safety programs through presentations at community meetings, departmental meetings or with public and private groups, under direction of an FTO or RSO.
- Attends routine and specialized training classes and seminars of law enforcement methods and techniques for preparation of pro-academy training.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma/GED.
- Must be 21 years of age.
- Eligible to be a New Mexico Certified Law Enforcement candidate.
- Completion of State of New Mexico Certified Law Enforcement Training within one year of employment.
- Indian Police Academy Certification within one year of employment.
- Must be able to pass a physical examination.
- Must pass the annual Physical Efficiency Battery (PEB).
- Ability to speak Tiwa preferred.
- 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:**

- Some knowledge of current law enforcement principles, practices, methods, and techniques.
- Knowledge of the Pueblo reservation including all roads, highways, streets and locations.
- Knowledge of and sensitivity to tribal customs and beliefs.
- Willing to learn the safe and effective operation and maintenance of law enforcement equipment.
- Skill in the safe operation and handling of motor vehicles.
- Ability to maintain confidentiality and use discretion when dealing with sensitive information.
- Ability to drive police vehicle in all weather conditions.
- Ability to use personal protective tools including handgun, mace, baton and cuffs.
- Ability to use Sleuth software and police radio.
- Ability to communicate effectively, both verbally and in writing.
- Ability to successfully complete an approved Basic Police Training Course within required time limits.

- Ability to work various duty shifts, including holidays, weekends, evenings, and overtime required.
- Ability to make quickly analyze data, draw logical conclusions and make sound decisions.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people.
- Ability to accept the dangers and stresses, regimentation, discipline and time demands of police work.
- Ability to establish and maintain effective working relationships with associate personnel and the public.
- Ability to prepare accurate, complete and legible reports and present detailed, accurate and objective oral presentations and response to questions when needed.
- Ability to meet the highest standards of professional conduct and ethics while on the job, and to maintain those same high standards when taking actions in their personal lives that could reflect on the Department.

**PHYSICAL DEMANDS:**

- Walking, running, lifting and climbing; good reflexes of the arms and hands.
- Situations will occur where prolonged sitting, driving, walking, or waiting is required.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.
- Position requires frequent lifting of 75 lbs.

**WORK ENVIRONMENT:**

- Work is performed in a typical interior/office and outdoor environment or vehicle.
- Exposure to natural weather conditions and various dusts and mists will occur.
- Exposure to toxic or caustic chemicals, flames or burning items.
- Exposure to hazardous, uncontrollable and life threatening situations will occur.
- Evening, weekend, and holiday work will be required and must be on call for emergencies.
- Noise level is usually moderate to high.

**PREFERENCE:**

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