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

POSTING NO: 001-23

OPENING DATE: 01/04/2023
CLOSING DATE: 02/27/2023
POSTED: IN/OUT

POSITION:	Police Cadet-Open Space (2)
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: Assists with the patrolling of the Pueblo of Isleta reservation range and forested lands to identify illegal or unauthorized activities; takes appropriate action in accordance with Isleta Pueblo laws, rules, regulations and policies.

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:

- Performs all duties under the supervision of an Open Space Police Officer.
- Assists with patrolling forest, wetlands, woodland and range lands within the boundaries of the Isleta Reservation to ensure the protection of natural resources or infrastructure including fences, windmills, stock ponds, and gates.
- Detects and investigates theft of livestock, trespassing, vandalism, illegal dumping, protects private or tribal property; ensures public or employee safety.
- Enforces sections of the Pueblo of Isleta Law and Order Code as defined by the Isleta Police Department SOP's; secures, documents, and examines crime scenes and gathers, preserves and processes evidence; assists BIA and other federal, tribal and state law enforcement officers as required.
- Observes, arrests, detains, charges and books violators as defined by the Isleta Police Department SOP's; issues citations when appropriate.
- Provides law enforcement support for operations on Comanche Ranch.

- Participates in search and rescue missions of persons stranded in the rangelands and mountains.
- Enforces poaching and burning laws.
- Investigates reports of unlawful dumping, burning and hunting within the exterior boundaries of the Pueblo.
- Provides resource protection including roadblocks for various tribal activities and law enforcement support to the Wildland Fire Crew.
- Maintains appropriate documentation on incidences as required by policies and procedures.
- Testifies in court to present evidence or testify against persons accused of criminal activity.
- Assists supervisors in preparing recommendations on range or conservation matters to Tribal Council for approval.
- Ensures that assigned department vehicle is serviced per approved schedule and maintains records of servicing.
- Maintains a record of livestock and wildlife and other range information.
- Provides assistance and tactical support to the Isleta Police Department as needed.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:
- High School Diploma or GED.
- Must be 21 years of age.
- Maintains bi-annual training.
- Completion of Federal Law Enforcement Training Certification (FLETC) program within one year of hire will be required.
- Gun Safety Certification.
- Must be able to pass a physical examination.
- 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 the Isleta Pueblo geography and road locations.
- Knowledge of natural resource management principles and procedures.
- Knowledgeable of current law enforcement principles, practices, methods and techniques.
- Knowledgeable of interviewing and interrogation techniques.
- Knowledgeable of crime scene management and preliminary investigation procedures.
- Knowledge of gun safety.
- Skilled in the safe and effective operation and maintenance of law enforcement equipment.
- Ability to use Glock .40 caliber handgun, Spykes AR-15 .223 semi-automatic rifle and Remington 870 shotgun.
- Ability to safely operate all terrain and four wheel drive vehicles.
- Ability to integrate training, experience and common sense sufficient to identify potential dangerous situations, make effective logical decisions and exercise the appropriate measure

of tact or force to resolve the situation with minimum injury to self or other persons or minimum damage to property involved.
- 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 evaluate situations or information to determine compliance with animal or natural resource standards.
- Ability to exercise independent judgment.
- Ability to work independently and meet strict time lines.
- Ability to prepare accurate, complete and legible reports and present detailed, accurate and objective oral presentations and response to questions.
- 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.
- Walking, standing, sitting, bending and stooping, squatting, crawling, climbing, reaching above shoulder height, kneeling, pushing/pulling, and twisting at waist.
- Lifting or transporting of items up to 100 lbs. below and at waist level, either with or without assistance.
- Reaching, grasping, finger strength and manipulation to operate firearms.
- Standing, walking or running may be on uneven surfaces or unstable ground.

WORK ENVIRONMENT:
- Work is generally performed outdoors.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Exposure to hazardous, uncontrollable, and life-threatening situations.
- Travel within the Pueblo area is required and working in sensitive and/or hazardous areas is common.
- Evening and weekend work required.

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