



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

POSTING NO: 045-24

OPENING DATE: 03/27/2024

CLOSING DATE: 04/12/2024

POSITION: Background Investigation &
Records Technician

POSTED: IN/OUT

PAY GRADE: NE7 (\$25.00/hr. - \$33.75/hr.)

FLSA STATUS: Non-Exempt

POSITION TYPE: Full Time

FUNDING SOURCE: POI Funded

DEPARTMENT: Human Resources

REPORTS TO: Director, Human Resources

BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Responsible for performing a variety of technical and administrative duties to support the completion of background investigations. Establishes and maintains records filing system according to established policies, procedures, rules, regulations and laws.

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:

- Reviews applications to ensure accuracy on questionnaires and authorization forms to conduct background investigation.
- Assists in creating and printing fax cover sheets, memos, correspondence, reports and other documents as required for the investigative process.
- Submits initial information to begin the process for employment backgrounds including criminal, educational, tribal court, and FBI records and ensures records are received.
- Conducts reference checks by verifying employment information and contacting the professional and personal contacts provided by the candidate.
- Ensures completion and gathering of all investigative data. Responds to questions and concerns with regard to the background investigation process.

- Determines level of clearance needed and the required scope of investigative coverage for the person or position, and initiates the appropriate background plan check.
- Ensures all investigative data obtained is in compliance with established federal, state, local, and tribal adjudicative guidelines for all cases.
- Performs record searches at police agencies, courthouses, educational institutions, financial institutions, and medical/mental health facilities for background clearance and investigations.
- Performs live scan fingerprinting.
- Enters investigation data into third party vendor site for background investigation and adjudication.
- Scans, maintains, and archives Human Resources documents into the file management system.
- Sets up and maintains accurate and efficient centralized filing system according to established policies, procedures, and regulations; ensures confidentiality of all files.
- Ensures compliance with established tribal, state, and federal laws and regulations regarding the control and release of records.
- Ensures that employee documents are filed in the appropriate Human Resources files and/or employee files.
- Assists, provides information, and responds to requests, questions, and concerns from the general public, departmental staff, and other agencies in person and by telephone pertaining to records.
- Creates and maintains background files and databases.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or GED.
- Three years of administrative experience required.
- Associate Degree in business administration or related field.
- One year of experience in backgrounds investigation and/or records management preferred.
- Must be able to obtain a Notary License.
- 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 Federal, State, Local and Tribal Laws and regulations that pertain to background investigations.
- Knowledge of background investigations in accordance with public laws and executive orders, as well as any guidelines that apply to the Pueblo of Isleta.
- Knowledge or records management and document management software.
- Skill in scanning and archiving documents.
- Ability to handle with discretion access to confidential information and materials.
- Ability to maintain confidentiality.
- Ability to maintain professionalism in all interactions with internal and external customers.

- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds, and to treat visitors and employees with tact and courtesy.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines; ability to organize and prioritize work activities; uses time efficiently.
- Ability to deal with frequent change, delays or unexpected events.
- Ability to exercise independent and sound 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.
- May be required to travel within the state.
- Noise level is usually minimal.

PREFERENCE:

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