



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

**POSTING NO: 050-25**

**OPENING DATE: 04/22/2025**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Optometry Technician  
**PAY GRADE:** NE5 (\$20.65/hr. - \$27.88/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Health Services  
**REPORTS TO:** Optometrist  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Provides technical services that include making and dispensing eye wear and administrative support duties within the Optometry Clinic.

*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:**

- Makes appointments and reminders calls, pull charts and documents visits, and assist with communication between clinic and patients.
- Greets patients, collects and enters patients' demographics, history, patient information, and maintains files on patients.
- Verifies eye wear prescription by using lens meter and lens gauges.
- Repairs simple damage to nose pads, lenses, and frames.
- Performs frame measurements and adjustments to assure optically, cosmetically, physically optimal spectacle performance, including single vision, multi-focal, specialty lenses and processes and tracks patients' spectacle and/or special orders.
- Orders supplies and records utilization of lenses, frames, special lenses and other supplies.
- Keeps track of warranty on frames, lenses, and coatings.

- Performs tests requested by the optometrist including visual fields, auto-refraction/keratometry/non-contact tonometry and vision training.
- Performs patient education on optical topics, ocular disease and refractive problems.
- Prepares monthly statistical reports for Optometrist's review and approval.
- Prepares clinic for optometrist ensuring cleanliness and orderliness.
- Maintains and enters optometrist schedules and templates.
- Participates in eye care programs for the community including Head Start and Elderly Center.
- Provides general secretarial and clerical support services to optometrist.
- Maintain confidential information.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES: N/A**

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Certified Optometry Technician and/or Optician.
- Two years' experience working in an optometric practice.
- CPR certified.
- Must be able to pass a TB screening.
- Must provide written copy of immunization record prior to employment.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Associate's Degree in Vision Care Technology (preferred but not required).

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of optical and optometric equipment including: pupilometer, lensclock, lensometer, visual field testing, retinal camera, and autorefractor.
- Knowledge of common visual and ocular problems.
- Knowledge of medical terminology and instruments.
- Knowledge of OSHA guidelines for blood borne pathogens.
- Knowledge of commonly used drugs and pharmacology terminology.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of budget preparation.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in prescribing and fitting contact lenses and subnormal vision devices.
- Skill in making effective decisions in emergency situations.
- Skill in treating patients with tact, courtesy, and respect.
- Ability to instruct patients in care and use of glasses or contact lenses.
- Ability to react quickly and make effective decisions in an emergency situation.
- Ability to maintain confidentiality.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.

- Ability to work independently and meet strict time lines.
- 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.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to make solid decisions and exercise independent judgment.

**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 or health clinic environment with a minimal noise level.
- Employee will be exposed to unpleasant odors, bodily fluids, blood borne pathogens, hazardous material and infectious disease.
- Situations occur where surgical masks, safety goggles, gloves and protective face shields are needed.
- Frequent interaction with the public.
- Evening, weekend, and holiday hours may be required.

**PREFERENCE:**

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