



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 150530-25

OPENING DATE: 08/07/2025

CLOSING DATE: 11/05/2025

POSITION: Police Department Assistant (3 positions) **POSTED: IN/OUT**
PAY GRADE: NE5 (\$20.65/hr.-\$27.88/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Police Department
REPORTS TO: Office Supervisor
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Contributes to the efficient daily operation of the Police Department by performing a variety of secretarial and administrative duties. Maintains professionalism in all interactions with internal and external customers.

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:

- Answers incoming telephone calls, determines purpose of calls, and forwards calls to appropriate personnel or department, ensuring professional telephone etiquette.
- Greets internal and external customers and visitors; determines nature of business and announces to appropriate personnel maintaining professional and courteous demeanor.
- Retrieves messages from voice mail and forwards to appropriate personnel.
- Monitors visitor's access and signs in visitors as required.
- Updates appointment calendars as needed.
- Performs clerical duties to support department as needed.
- Processes new hires and maintains personnel files; tracks folders of newly submitted training modifications to applications, requirements and corrected documents.

- Arranges travel, prepares and submits travel-related documents, and maintains travel information as necessary.
- Prepares correspondence, reports, minutes, agendas, memos, forms, directories, resolutions, ordinances, and other documents and communications from drafts, recordings, or verbal instruction as requested.
- Edits and reviews all correspondence and documents for correct grammar, punctuation, and spelling.
- Establishes and maintains an effective filing and retrieval system.
- Photocopies, collates, distributes, and files documents.
- Assists in preparing court related documents: pretrial discovery packets, crash reports, body worn camera videos, traffic citations, et cetera.
- Processes officers' paperwork for Tribal Court, Federal Court, and State Court.
- Prepares all graphs and charts for presentations at tribal and federal levels as required by specific grants
- Tracks statistical data and compiles it into statistical reports on a monthly, quarterly and annual basis.
- Monitors and tracks departmental budgets; prepares reports as requested.
- Prepares purchase and payment requisitions and other pertinent paperwork for processing payments; maintains financial records.
- Assists with training applications; prepares applications for state and county commissions for police officers.
- Schedules pre-academy physical assessments, psychological examinations and medical physicals.
- Assists in preparing routine documents such as travel, vouchers, leave forms, time sheets, requisitions and requests for payment.
- Processes requests for police reports and provides information to supervisors, co-workers, and the general public as needed; processes incident reports for Social Services.
- Collects money from report requests and tracks petty cash.
- Helps with community policing efforts as directed.
- Ensures necessary training completed by officers is reported to the New Mexico Department of Public Safety and the Bureau of Indian Affairs.
- Reports crime statistics to the Federal Bureau of Investigation as required by law.
- Attends and participates in meetings, trainings, and appropriate professional development activities.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- Three years related experience.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

- Valid New Mexico driver's license with the ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of office functions, procedures, and policies.
- Skill in operating various word-processing, spreadsheets and database software programs.
- Skill in treating internal and external customers with tact, courtesy, and respect.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- 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 understand and comply with confidentiality of records and law enforcement sensitive information.

Ability to 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 environment.
- Noise level is usually minimal.

PREFERENCE:

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