



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 150535-26

OPENING DATE: 01/30/2026

CLOSING DATE: 04/30/2026

POSITION:	Police Department Office Supervisor	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:	Police Department	
REPORTS TO:	Police Captain	
BACKGROUND LEVEL:	Law Enforcement	

JOB PURPOSE: Oversees department administrative personnel to ensure efficient daily operation of Police Department by performing a variety of secretarial and administrative duties. This role requires a high level of organization, discretion and the ability to handle sensitive information.

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:

- Manages daily office operations, including scheduling, correspondence and record keeping.
- Assigns projects and tasks to employees and assess their performance.
- Serves as the main point of contact for vendors.
- Serves as the main point of contact with Isleta Treasury Department and Procurement Department.
- Evaluates subordinates and ensures they adhere to procurement policies and procedures.
- Ensures all subordinates are cross-trained and are able to complete tasks outside their day-to-day duties.
- Partners with Command Staff to update and maintain office policy and procedures.

- Assists in planning and executing departmental projects and initiatives by assigning tasks and ensuring deadlines are met.
- Edits and reviews all correspondence and documents for correct grammar, punctuation, and spelling.
- Provides direction to other clerical personnel by answering questions, training on office procedures and reviewing work.
- Conducts research to resolve operational questions or issues; makes recommendations to enhance the efficiency of administrative operations.
- Monitors and tracks departmental budgets; prepares reports as requested.
- Attends meetings and takes notes and minutes as requested documenting action items and decisions; informs department staff of any pertinent actions or decisions as requested.
- Performs any and all clerical duties as necessary.
- Creates and develops effective presentations as requested.
- Establishes and maintains an effective filing and retrieval system of departmental communication and information.
- Maintains employees' time and attendance.
- Exercises judgment and responds accordingly.
- Greets internal and external customers and visitors; determines nature of business and announces to appropriate personnel maintaining professional and courteous demeanor.
- Maintains and operates office machines, equipment, and computers. Performs or coordinates general maintenance and repair.
- Maintains inventory of office supplies.
- Assists in community policing efforts as directed.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Supervises administrative staff; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Assists in hiring, evaluating, disciplining, and developing support staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- Five years related administrative experience, preferably in a law enforcement or courtroom environment including two years in a supervisory capacity.
- 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, presentation and database software programs.
- Skill in treating internal and external customers with tact, courtesy, and respect.
- Ability to maintain confidentiality.
- Ability to set goals with attainable milestones.
- Ability to lead subordinates toward a common purpose.
- 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 create effective presentations.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent 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.
- Noise level is usually minimal.

PREFERENCE:

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