



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
**PHONE: (505) 869-7584 FAX: (505) 869-7579**  
**EMAIL: [poiemployment@isletapueblo.com](mailto:poiemployment@isletapueblo.com)**

**VACANCY ANNOUNCEMENT**

**POSTING NO: 213509-26**

**OPENING DATE: 03/23/2026**

**CLOSING DATE: 06/21/2026**

**POSTED: IN/OUT**

**POSITION:** Background and Records Specialist  
**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:** Conducts background fingerprint process, uploads and retrieves completed-background applications/reports for the purpose of determining employment suitability of the employees or future employees; responsible for managing random drug screening process; manages employee records and files through the entire employment life cycle.

*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.
- 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.
- 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 application.
- Ensures all investigative data obtained is in compliance with established federal, state, local, and tribal adjudicative guidelines for all cases.
- Performs live scan fingerprinting.

- Receives relevant information for current employees who have self-reported or information reported by supervisor for conduct that may jeopardize their current level of background clearance. Must immediately refer situation to HR Director.
- Responsible for management of monthly random drug testing process for POI employees.
- Maintains background folders and databases- and manages background recertifications process of all POI employees.
- Responsible for managing employee files; managing retention and destruction of files in accordance with policy; ensure the safekeeping of all employee files.
- Assists in answering incoming telephone calls and answering general employee inquiries about HR-related issues.
- Assists in providing support and basic policy interpretation to POI management and staff.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma or GED.
- Associate degree in criminology, business administration *or related field*.
- One to three years of work experience in background investigations.
- Must be able to attain Background/Adjudication Certification.
- 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 and experience initiating and conducting background investigations in accordance with public laws and executive orders, as well as any guidelines that apply to the Pueblo of Isleta.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Skills to analyze difficult, complex and controversial cases to determine the scope of investigation.
- Ability to synthesize information, identify key findings and determine conclusions.
- 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 shift priorities, adapt to 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.