



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

VACANCY ANNOUNCEMENT

POSTING NO: 213509-26

OPENING DATE: 06/09/2026

CLOSING DATE: 09/07/2026 or OUF

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.