



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 003-25**

**OPENING DATE: 01/03/2025**

**CLOSING DATE: 01/17/2025**

**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 Chief  
**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.