



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 038-25

OPENING DATE: 03/20/2025

CLOSING DATE: UNTIL FILLED

POSTED: IN/OUT

POSITION: Investigator
PAY GRADE: NE12 (\$40.27/hr.-\$54.36/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Police Department
REPORTS TO: Police Sergeant-Criminal Investigations
BACKGROUND LEVEL: Law Enforcement

JOB PURPOSE: Investigates all crimes related to illegal drug activity on the Pueblo of Isleta Reservation and works towards maintaining a safe and secure community for the residents of the Pueblo. Works with drug enforcement task forces in the region and nationally.

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:

- Investigates all Drug related activities on the Pueblo of Isleta reservation and other drug related crimes that may take field officers away from their duties.
- Maintains a flow of communication with the Tribal, State and Federal Drug / Gang Task Force investigators, and other law enforcement agencies.
- Assists in preparing monthly narrative reports to the Chief of Police and Police Captain.
- Coordinates with Tribal, State, Federal and National Drug Task Force Groups on both Drug and Drug Trafficking Organizations intelligence and updates.
- Investigates all major crimes committed within the exterior boundaries of the Pueblo; responds to various complex felony crimes when requested by patrol division or supervisor.
- Interviews witnesses, victims and offenders; gathers evidences and prepares criminal cases for prosecution; manages case logs and files.
- Assists in developing action plans for police personnel during special assignments or activities regarding drug and gang issues.
- Provides indoctrination of drug activities to all new police hires.

- Serves as trainer for all in-service training of all police officers concerning drug activity including encountering drug scenes and large quantities of narcotics and/or drug traffickers.
- Attends any and all special events which may have illegal drug activity present.
- Participates in community meetings and interact with the youth at Isleta Elementary and Isleta Head Start.
- Acts as a liaison between outside agencies and Police Department as it relates to narcotics issues.
- Assists Field Services Units in certain situations.
- Coordinates with all outside drug task forces outside the reservation regarding suspects conducting illegal activities.
- Works with confidential informants and maintain strict policy regarding their use and function; maintains confidential information on all intelligence regarding drug and gang activity on the reservation.
- Works various shifts including nights, weekends, and holidays.
- Attends routine and specialized training classes and seminars of law enforcement methods and techniques for a minimum of 40 hours annual in-service sessions.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- Completion of State of New Mexico Law Enforcement Certification Training.
- Indian Police Academy Graduate Certificate or other accredited Law Enforcement Academy graduate certificate.
- Ten years' experience as a patrol officer AND five years' experience as an assigned member of an illegal drug suppression unit.
- Able to become a New Mexico Law Enforcement Instructor certified to teach both illegal drug and gang intelligence subject matter.
- Able to become certified in the Methamphetamine Clandestine Laboratory Safety course.
- Duly commissioned officer.
- Must be able to pass a physical examination.
- Must pass the annual Physical Efficiency Battery (PEB).
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- 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 relevant laws, regulations and rules pertaining to law enforcement and the Pueblo of Isleta.
- Knowledge of current law enforcement principles, practices, methods, and techniques.
- Knowledge of the Pueblo reservation including all roads, highways, streets and locations.
- Knowledge of interviewing and interrogation techniques.
- Knowledge of crime scene management and preliminary investigation procedures.
- Knowledge of and sensitivity to tribal customs and beliefs.

- Skill in the safe and effective operation and maintenance of law enforcement equipment.
- Skill in the safe operation and handling of motor vehicles.
- Ability to maintain confidentiality and use discretion when dealing with sensitive information.
- Ability to drive police vehicle in all weather conditions.
- Ability to use personal protective tools including handgun, mace, baton and cuffs.
- Ability to use Sleuth software and police radio.
- Ability to communicate effectively, both verbally and in writing.
- Ability to successfully complete an approved Basic Police Training Course within required time limits.
- Ability to enforce the laws fairly and impartially with due regard for the rights and safety of individuals and the preservation of property.
- Ability to work various duty shifts, including holidays, weekends, evenings, and overtime.
- Ability to make quickly analyze data, draw logical conclusions and make sound decisions.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people.
- Ability to accept the dangers and stresses, regimentation, discipline and time demands of police work.
- Ability to establish and maintain effective working relationships with associate personnel and the public.
- Ability to prepare accurate, complete and legible reports and present detailed, accurate and objective oral presentations and response to questions.
- Ability to meet the highest standards of professional conduct and ethics while on the job, and to maintain those same high standards when taking actions in their personal lives that could reflect on the Department.

PHYSICAL DEMANDS:

- Walking, running, lifting and climbing during efforts to catch or subdue hostile individuals; good reflexes of the arms and hands in order to draw and shoot firearms quickly and accurately.
- Situations will occur where prolonged sitting, driving, walking, or waiting is required.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.
- Position requires frequent lifting of 75 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office and outdoor environment or vehicle.
- Exposure to natural weather conditions and various dusts and mists will occur.
- Possible exposure to toxic or caustic chemicals, flames or burning items.
- Exposure to hazardous, uncontrollable and life threatening situations will occur.
- Evening, weekend, and holiday work will be required and must be on call for emergencies.
- Noise level is usually moderate to high.

PREFERENCE:

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