



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: 001-25

OPENING DATE: 03/06/2025

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Public Safety Aide
PAY GRADE: NE4 (\$18.78/hr. - \$25.35/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Police Department
REPORTS TO: Patrol Sergeant
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: The Public Safety Aide supports law enforcement and security operations by performing non-sworn duties that ensure public safety and assist officers and the community. This role involves a variety of tasks including patrolling, building checks, reporting writing, traffic control, administrative support, and providing assistance during emergencies.

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:

- Patrols premises regularly to help prevent theft, vandalism, and/or damage to property.
- Observes for signs of crime or disorder and report any disturbances to Isleta Police Department.
- Ensures that building doors and windows are closed, locked, and secure.
- Documents and reports all incidents in the activity log and/or incident reports.
- Works with tribal police, fire, and/or emergency medical teams as needed.
- Occasionally may be required to attend court on behalf of POI.
- Assists motorists or citizens as directed by supervisor, or responds to calls for service not requiring a sworn police officer.

- Assists or conducts police vehicle transport activities. Picks-up and delivers correspondence or items for officers, or delivers interoffice mail between facilities or other law enforcement agencies.
- Assists with traffic accidents such as directing traffic, escorts, or provides assistance to investigative officers at crime scenes such as taking measurements and completing tow-in reports. Collects and preserves physical evidence in the field or at crime scene as directed.
- Assists with misdemeanor offenses such as but not limited to simple vandalism, petty larceny, abandoned vehicle, found items or contraband, animal control, nuisance or residency complaints, missing person and runaways. Prepare related reports.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or GED.
- 18 years of age or older.
- One-year experience as in security, correctional, law enforcement, or public safety.
- Valid New Mexico's driver's license with ability to meet and maintain Pueblo of Isleta's liability insurance requirements.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies. Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of traditional forms of government and Pueblo customs and traditions.
- Knowledge of public safety and security procedures and protocols.
- Knowledge of English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of surveillance technology, and public safety equipment including emergency vehicles.
- Basic knowledge in Microsoft Office products, particularly in Excel.
- Strong observation skills.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to maintain confidentiality.
- Ability to exercise independent judgement.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to work independently with minimal supervision.
- Ability to generate written crash reports, incident reports and other department forms.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires occasional lifting of 50 lbs.

WORK ENVIRONMENT:

- Work is generally performed outdoors.

- Exposure to natural weather conditions such as high levels of heat, cold, wind, rain, hail, and snow.
- Evenings and weekends required.
- Noise level is usually minimal.
- Holidays, as well as evening and weekend work required.

PREFERENCE:

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