



Vacancy Announcement

Operations – Public Safety - Detention

Pueblo of Acoma Human Resources Department P.O. Box 348, Acoma, NM 87034 ■ 505-552-6728 ■ www.puebloofacoma.org

JOB TITLE: Non-Certified Detention Officer (Full-Time w/Benefits) PAY RATE: \$16.00/hr

OPENING DATE: January 15, 2025

CLOSING DATE: Open Until Filled

POSITION PURPOSE

Under the direct supervision of the Detention Sergeant, assists with and learns how maintain law and order and provide safety and security to inmates in the Pueblo of Acoma's Detention facility.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Obtain certification from a recognized Corrections Academy.
2. Will assist with supervision, observation, and behavior control of inmates in accordance with established policies, rules, and regulations.
3. Will assist with preventing disturbances, injuries, and escapes by observing inmate conduct and behavior.
4. Will assist with maintaining discipline and order among inmates using non-lethal weapons if necessary.
5. Inspect locks, window bars, grills, doors, and gates for evidence of tampering.
6. Will assist with inmate and cell searches.
7. Will assist with the escort of inmates to and from visitation, tribal court, medical appointments, or religious services that may include driving inmates to locations outside detention facility.
8. Will assist with the patrol of assigned areas for evidence of prohibited activities, rule infractions, security breaches, and displays of unacceptable behavior.
9. Report observations to supervisor as required.
10. Assist with processing paperwork for the receiving and incarceration of incoming inmates.
11. Assist with the screening of visitors for contraband or weapons.
12. Prepare and serve inmate meals and provide other services as required.
13. Assist with providing 24-hour supervision and observation of suicidal and escape risk inmates.
14. Assist with conducting regularly scheduled head counts of inmates.
15. Perform CPR and/or First Aid as required in the event of medical emergencies.
16. Contribute to a team effort and accomplish related results as required.
17. Perform other duties as required.

MINIMUM QUALIFICATIONS

- Experience:
- Zero to three months relevant experience
- Education:
- High School diploma or GED
- Other:
- Must be 18 years of age or older
 - Ability to obtain certification from a recognized Corrections Academy within one year of hire

PREFERRED QUALIFICATIONS

- CPR and First Aid certification
- Keres speaking

KNOWLEDGE, SKILLS, AND ABILITIES

- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
- Knowledge of Pueblo's traditional form of government, culture and traditions
- Knowledge of functions and structure of the Pueblo of Acoma
- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements
- Ability to obtain and maintain certification from a recognized Corrections Academy within one year of hire
- Ability to learn self-defense tactics
- Ability to learn how to utilize non-lethal weapons
- Ability to learn how to administer CPR and First Aid
- Ability to communicate effectively in the English language, both verbally and in writing
- Ability to establish and maintain professional relationships with individuals of varying social and cultural background and with co-workers at all levels
- Ability to give and receive orders, follow instructions in verbal and written format
- Ability to work as a team member in a structured working environment
- Ability to maintain confidentiality
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people
- Ability to work extended hours, various work schedules and 24-hour on call basis as required
- Ability to demonstrate physical capability to cope with the physical demands of the position
- Ability to demonstrate excellence in everything, and continually seek improvement in results
- Ability to obtain and maintain CPR/First Aid certification
- Ability to demonstrate patience and sensitivity
- Ability to be assertive
- Ability to resolve and/or diffuse conflict
- Ability to employ stress-reduction techniques to prevent fatigue and burnout
- Ability to demonstrate mental and emotional stability to cope with the pressures of the position
- Ability to remain calm in stressful situations
- Ability to perform other duties as assigned

PREFERENCES IN EMPLOYMENT

It is the policy of the Pueblo of Acoma to give preference to any qualified Acoma tribal member, members of other federally recognized Indian tribes/nations, and veterans.

The application of Employment Preference is not automatic. Applicants requesting consideration for Preference must provide valid Tribal enrollment documents or official verifying document from federally recognized Indian tribe/nation or Certificate of Release or Discharge from Active Duty – Form DD214.

Aside from employment preference as provided in this section, the Pueblo of Acoma shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

OTHER

Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination. An employee will be asked to sign a confidentiality statement upon hire.
Background investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Health Requirement:	None.
Driver Check:	All applicants must possess a current valid Driver's License and must be insurable through Tribal Automotive Insurance Carrier to qualify for position.
Drug/Alcohol screening:	All applicants must successfully pass a pre-employment drug/alcohol screening prior to beginning employment and may be subject to random drug/alcohol testing.

To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at www.puebloofacoma.org. All applications must be submitted to the Acoma HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed.

VA0262025

Pueblo of Acoma is a Drug and Alcohol Free Workplace.