



Vacancy Announcement

Operations – Public Safety – Law Enforcement

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

JOB TITLE: Certified Police Officer (Full-Time w/Benefits) PAY RATE: \$30.00/hr

OPENING DATE: March 10, 2025

CLOSING DATE: Open Until Filled

POSITION PURPOSE

Under direct supervision of the Sergeant, ensures safety, security and the preservation of life and property by maintaining law and order and enforcing laws and ordinances.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.
2. Identify, pursue, and arrest suspects and perpetrators of criminal acts.
3. Mediate community concerns by fostering open and continuous communication and cooperation between the community and law enforcement.
4. Interview persons with complaints or inquiries and direct them to proper authorities if needed.
5. Respond to all incidents including fire, theft, automobile accidents, robberies, disturbances and any other misdemeanors or felonies and secures the scene of the crime.
6. Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity.
7. Conduct preliminary investigations, gather evidence, obtain witnesses and make arrests as required by applicable laws.
8. Testify in court to present evidence or testify against persons accused of criminal activity.
9. Conduct investigations in vice activities, narcotics, traffic, burglary or reported incidents as assigned.
10. Conduct routine checks of local businesses, residences and government agencies.
11. Monitor traffic to ensure motorists observe traffic laws and exhibit safe driving procedures.
12. Maintain positive relations with community members and agencies by educating and informing on crime prevention and related issues.
13. Transport violators to and from court, rehabilitation sites or jail facilities.
14. Serve court papers, warrants, or subpoenas as required.
15. Maintain appropriate documentation on incidences as required by policies and procedures and generate reports as needed.
16. Attend training classes and seminars on police methods, techniques, safety, first aid, marksmanship and related law enforcement activities.
17. Communicate with local, state, regional and outside agencies and assists as needed.
18. Contribute to a team effort and accomplishes related results as required.
19. Perform other duties as required.

MINIMUM QUALIFICATIONS

- Education:
- High School Diploma or GED
- Other:
- New Mexico Law Enforcement Officer certification or Federally recognized Law Enforcement certification equivalent.
 - Must be 18 years of age or older
 - CPR and First Aid certification

PREFERRED QUALIFICATIONS

- Six – twelve months Law Enforcement experience
- Associate degree in criminal justice or relevant field
- Keres speaking

MANDATORY 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 the functions and structure of the Pueblo of Acoma
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements
- Knowledge of law enforcement and public relations activities
- Knowledge of investigation techniques to gather, preserve, and use for criminal convictions
- Knowledge of the Pueblo's geography and road locations
- Knowledge of equipment used in law enforcement, including weapons, communications, computers, and vehicle; proficient in firearm safety
- Knowledge of business English, proper spelling, grammar, punctuation and basic arithmetic
- Skill in the use of the law enforcement equipment, including weapons, communications, computers, and vehicle(s)
- Skill in firearm safety
- 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 backgrounds 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 analyze situations and adopt appropriate courses of action
- Ability to make solid decisions and exercise independent judgment
- Ability to define problems, collect data, establish facts and draw valid conclusions
- Ability to demonstrate excellence in everything, and continually seek improvement in results
- Ability to prepare accurate, complete, and legible reports and present detailed, accurate, and objective oral presentations
- Ability to comprehend, retain, and recall factual information, and learn and apply acquired skills and techniques to the performance of assigned duties
- Ability to protect the public and enforce the laws with due regard for the rights and safety of individuals, preservation of property, and maintenance of good community and interpersonal relationships in compliance with established laws, policies, procedures, and regulations
- Ability to integrate training, experience, and common sense sufficient to identify potential dangerous situations, make effective logical decisions, and exercise the appropriate measure of tact or force to resolve the situation with minimum injury to self or other persons or minimum damage to property involved
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of police work
- Ability to quickly move the arms and legs
- Ability to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object
- Ability to exert maximum muscle force to lift, push, pull, or carry objects
- Ability to exert yourself physically over long periods of time without getting winded or out of breath
- 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:	All applicants must successfully pass a physical health examination annually.
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.

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Pueblo of Acoma is a Drug and Alcohol Free Workplace.