



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: Non-Certified Police Officer (Full-Time w/Benefits) PAY RATE: \$24.00/hr

OPENING DATE: May 7, 2025

CLOSING DATE: Open Until Filled

POSITION PURPOSE

Under direct supervision and training from the Sergeant or assigned Field Training Officer. Insures safety, security and the preservation of life and property by maintaining law and order and enforcing laws and ordinances. Solves community problems by fostering open and continuous communication and cooperation between the community and law enforcement.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Protects the property and lives of community members by patrolling assigned areas and addressing any suspicious persons and/or establishments.
2. Interviews persons with complaints or inquiries and directs them to proper authorities if needed.
3. Responds to all incidents including fire, theft, automobile accidents, robberies, disturbances, and any other misdemeanors or felonies and secures the scene of the crime.
4. Conducts preliminary investigations, gathers evidence, obtains witnesses, and makes arrests as required by applicable laws.
5. Testifies in court to present evidence or testify against persons accused of criminal activity.
6. Conducts investigations in vice activities, narcotics, traffic, burglary, or reported incidents as assigned.
7. Conducts routine checks of local businesses, residences, and government agencies.
8. Maintains awareness of and investigates specific areas subject to juvenile delinquency.
9. Maintains positive relations with community members and agencies by educating and informing on crime prevention and related issues.
10. Transports violators to and from court, rehabilitation sites, or jail facilities.
11. Serves court papers, warrants, or subpoenas as required.
12. Maintains appropriate documentation on incidences as required by policies and procedures.
13. Generates reports as needed.
14. Attends training classes and seminars on police methods, techniques, safety, first aide, marksmanship, and related law enforcement activity.
15. Communicates with local, state, regional, and outside agencies and assists as needed.
16. Contributes to a team effort and accomplishes related results as required.
17. Performs other duties as required.

MINIMUM QUALIFICATIONS

- Experience:
- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
- Education:
- High School Diploma or GED
- Other:
- Must be at least 21 years of age or older.
 - Must complete all required entrance standards to a certified basic police academy. Including among other requirements, a physical agility test, psychological test, written exam.
 - Must maintain a level of physical fitness necessary to complete all assigned job duties.

- Must obtain law enforcement certification within one year from hire including successfully passing a basic police academy. This will require an extended stay in a training environment, including nights, weekends, and holidays.
- Must obtain CPR and First Aid certification within six months of hire.

PREFERRED QUALIFICATIONS

- Keres speaking

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Ability to learn the functions and structure of the Pueblo of Acoma.
- Ability to learn applicable federal, state, county and local laws, regulations and requirements.
- Ability to learn and apply knowledge of law enforcement and public relations activities.
- Ability to learn investigation techniques to gather, preserve, and use for criminal convictions.
- Ability to learn and memorize Pueblo's geography and road locations.
- Ability to learn and apply knowledge of equipment used in law enforcement, including weapons, communications, computers, and vehicles; proficient in firearm safety enforcement/regulatory agencies, departmental staff, tribal officials, and the public.
- Ability to communicate effectively in the English language, and preferable in the Keres 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 assignment 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 efficient to identify potentially 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 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 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.