



**PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2023-0052  
LAW ENFORCEMENT  
POLICE OFFICER – CERTIFIED**

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<b>Position Title:</b>	Police Officer (Certified)	<b>Pay Level:</b>	\$39,187 - \$62,400
<b>Position Open Date:</b>	08/10/2023 – Until Filled	<b>Department:</b>	Law Enforcement
<b>Position Status:</b>	Full-Time	<b>Classification:</b>	Non-Exempt
<b>Supervisor:</b>	Chief of Police	<b>Location:</b>	Law Enforcement

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**POSITION SUMMARY:**

Responsible for providing law enforcement services to the community within the jurisdiction of the Pueblo of Jemez.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION & EXPERIENCE:**

High School Diploma or General Equivalency Diploma (GED); AND, twenty-one (21) years of age or older. 3 – 5 years of experience in working with victims of domestic violence or intimate partner violence, sexual assault, child abuse, elder abuse, or other victimization areas.

**REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver's License

Satisfactory completion of the Indian Police Academy (IPA) Basic Police Training; OR, a similar training meeting or exceeding the level of training provided by the IPA

New Mexico State certified or certifiable by waiver

Valid ALCS and CPR certifications

Background Investigation

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina and agility to perform law enforcement duties; strength and agility to lift and carry up to 50 pounds; vision to read printed materials and a computer screen, and

hearing and speech to communicate in over the telephone and in person.

Work is subject to performance under exposure to adverse environmental conditions, bodily fluids, bio hazards, gases, noxious odors, and noise and traffic conditions.

**ESSENTIAL FUNCTIONS:**

- Performs duties including crime prevention, detection and investigation of victim-related crimes
- Assist with community education and awareness activities and specific staff training and policy development on victimization issues
- Critical Incident Debriefing for law enforcement and Tribal officials
- Performs patrol duties, including preservation of the peace, arrest or apprehension of violators, and assistance to citizens, visitors and employees with focus on victim-related incidences
- Work cooperatively with the Jemez Social Services program through all stages in an investigation process and trial process on victim-related cases
- Collaborates with Social Services, Tribal Courts, Behavioral Health, and other programs in case conferences, mutual training, clarification of roles and responsibilities, and development of policies and procedures
- Responds to calls within the exterior boundaries of the Pueblo of Jemez concerning felonies, emergencies, traffic accidents, drug charges, altercations and misdemeanors under Federal, State, local and tribal laws; investigates, apprehends, arrests, and detains all persons charged with violations and highlighting victim-related incidences or situations
- Enforces Federal, State, and Pueblo of Jemez laws and ordinances, rules and regulations relating to law enforcement and the physical protection of citizens, visitors and employees; the protection of property; the protection of the civil rights of all individuals; and the preservation of law and order; serves as a deterrent to crime and other violations of laws, rules, and regulations
- Participates in grant-funded initiatives such as saturation patrols, alternatives to incarceration, DWI checkpoints, victim-related welfare checks, joint-response, and joint interviews, investigations and prosecutions.
- Makes arrests in cases of crime or misdemeanors personally witnessed; takes persons arrested to appropriate authorities for booking or formal charging
- Serves Federal, State, or local or tribal warrants, subpoenas and other court papers; testifies at hearings and trials as an expert witness in Federal, State, local or tribal courts as required
- Prepares and submits reports of incidents highlighting victim-related cases, daily and weekly activities, and narratives and statistical reports as required
- Performs investigative work
- Testifies in official capacity at Tribal, State, and Federal hearings
- Provides non-enforcement services to the Pueblo of Jemez community i.e. community violence prevention events and projects and participating in conference preparations, and other initiatives, which may be directly or indirectly related to the function of law enforcement
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved victim-related policies and procedures
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public

**REQUIRED KNOWLEDGE AND SKILLS:**

- Experience working in Tribal communities and cultural sensitivity preferred
- Laws, regulations, practices, and procedures of law enforcement and police work
- Tribal, state, and federal criminal laws, including procedures, regulations, guidelines, and precedents related to admissibility of evidence and prosecution
- Laws, principles, and procedures used in apprehending a criminal suspect, including policies for pursuit and proper use of force and capture
- Investigative techniques to adequately handle complaints and incidents which may entail performing initial investigative actions prior to transferring situation authority to other investigators
- Firearms and tactics utilized in emergency situations
- Basic mechanical tools, principles, use and limitations

Pueblo of Jemez – Human Resources Department  
PO BOX 100 Jemez Pueblo, New Mexico 87024  
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Fax: (575) 834-0604  
E-mail: [humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)

- Arithmetic computations and formulas
- Use, operation, and management of applicable equipment
- Applicable safety codes and regulations
- Customer service and public relations methods and practices
- Computer applications related to the work
- Records management principles and practices
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone
- Enforce law and order and maintain public safety
- Investigate, analyze facts, and prepare written reports
- Use firearms in emergency situations
- Apply rules to factual situations
- Use of firearms
- Safe and effective operation of law enforcement vehicles
- Respond quickly and effectively in emergency situations
- Communicate effectively, orally and in writing
- Perform inspection of equipment
- Following safety practices and procedures
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds

To apply for the position posted, please apply as follows;

Send;

Pueblo of Jemez Job Application

Cover Letter

Professional Resume

To;

[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)

Or;

Pueblo of Jemez – Attention Human Resources Department

PO BOX 100

Jemez Pueblo, New Mexico 87024

Or;

Visit the Pueblo of Jemez Website – Careers

[www.Jemezpueblo.org](http://www.Jemezpueblo.org)