



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2025- 060
JEMEZ HEALTH & HUMAN SERVICES
OPTOMETRY TECHNICIAN

Position Title: Optometry Technician
Position Open Date: 7/17/2025-Until Filled
Position Status: Full-Time
Supervisor: Optometrist

Pay Level: \$18.52-\$27.78
Classification: Non-Exempt
Location: Health & Human Services

POSITION SUMMARY:

Responsible for performing technical support services within the optometry department under the direct supervision of the Optometrist.

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 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 successful completion of formal coursework and certification from an accredited school as an Optometric Technician; AND two (2) years of experience as an Optometry Technician.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
Valid State of New Mexico Optometry Technician license
CPR & OSHA certification within six (6) months of date of employment

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 enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office and clinical setting; agility and dexterity to use standard office and medical equipment; stamina to sit and stand for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Prepares patients for specific tests that will test or measure their eyes and their vision abilities; cleans testing equipment after patient visits in preparation for the next patient, calibrating machines and readying them to perform testing.
- Performs a variety of tests on patients, including color and depth perception, near and far acuity as well as visual field and macular integrity; records results in accordance with standard procedures to present to the optometrist.
- Answers phone calls and schedules appointments; provides patients with their after-care instructions, giving them prescriptions from the optometrist, providing them with any medication the facility keeps on hand via the optometrist's orders and making phone calls on behalf of the office.
- Assists in crafting, adjusting and repairing eyeglasses for patients; issues glasses and contact lenses based on the optometrist's instructions.
- Assists Optometrist during examination; assists the patient with instructions, education, prescriptions, treatment, eye patches, scheduling follow-up examinations, referrals, etc.
- Conducts inventory of required supplies; orders supplies when necessary; checks incoming supplies and stocks as required.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved 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:

Knowledge of:

- Principles and practices of optometric testing and evaluation.
- Optical technology and equipment.
- Principles and practices of fit/adjustment of glasses and contact lenses.
- Solutions and medications related to testing and treatment.
- Surgical procedures, application of ocular dressing, and medication.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

- Records management principles and practices.
- Computer software related to operations.

Skill in:

- Principles, practices and techniques of Optometric examinations.
- Legal and confidential guidelines including HIPAA Compliance and Privacy Act.
- Providing customer services in the most cost effective and efficient manner.
- Preparing clear and concise reports, records of work and other written materials.
- Using software applications related to duties.
- Using tact, discretion and prudence in dealing with customers.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing, prioritizing and coordinating work activities, coordinating multiple activities and meeting critical deadlines.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024