

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2017-56

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION:	Special Agent
OPENING DATE:	November 13, 2017
CLOSING DATE:	Open Until Filled
DEPARTMENT:	Public Safety/Law Enforcement Program
SALARY RANGE:	NE-11; \$32,261 - \$48,381

Position Summary:

Under general direction of the Sergeant - Criminal Investigations Unit, the Special Agent investigates alleged or suspected criminal violations of applicable laws, codes, and ordinances to determine if evidence is sufficient to recommend prosecution. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Protects the property and lives of community members by patrolling assigned areas and addressing suspicious activity.
- Implements amendments to the Pueblo's Sex Offender Registration Code as required under federal law.
- Manages and maintains all records pertaining to the Sex Offender Compliance Unit including registration and address verification.
- Verifies/monitors sex offender compliance on a regular basis; locates and apprehends noncompliant or absconded offenders; conducts arrests when appropriate.
- Maintains and enters data into the Pueblo's public sex offender registry website, Tribal and Territories Sex Offender Registry (TTSOR).
- Provides community education regarding sex offenders and the Sex Offender Registration Code; addresses questions and concerns.
- Provides regular and/or requested comprehensive written and/or verbal reports to the chain of command.
- Conducts complex criminal investigations, ensures case management, documentation, and writes highly-detailed technical reports.
- Investigates suspected or alleged violations of federal, state, and Pueblo laws, such as violent crimes, crimes against children, elder abuse, narcotics, auto/commercial/residential burglary, auto theft, financial crimes, and other offenses.
- Determines scope, timing, and direction of investigations.
- Interviews and interrogates suspects and witnesses.
- Develops and utilizes informants.
- Verifies information obtained to establish accuracy and authenticity of facts and evidence.
- Produces and executes search warrants and arrest warrants.
- Seizes, secures, and maintains proper evidence chain of custody.
- Presents findings in clear, logical, impartial and properly documented reports.
- Reports critical information to and coordinates activities with other offices or agencies.
- Provides sworn testimony at hearings and trials in federal, state and Pueblo court.
- Prepares case reports which are submitted to the Pueblo Prosecutor, District Attorney's Office and/or United States Attorney, or others for prosecution.
- Completes a minimum of forty (40) hours in-service training annually.
- Obtains Federal Law Enforcement Training Center Criminal Investigator certification within one year of hire
- Establish and maintain cooperative relationships with county, state and other Federal law enforcement agencies.
- Maintains positive public relations with the community; accepts and handles citizen complaints; ensures accurate information is communicated to the public.
- Maintains professional and technical knowledge by attending relevant training and workshops and establishing networks with like programs.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

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Minimum Qualifications:

- Certification by a recognized Law Enforcement Academy required; must maintain certification throughout employment.
- Ten years of experience in the Law Enforcement field, including five years of experience in criminal investigations, required.
- CPR certification required; must maintain certification throughout employment.
- Standardized Field Sobriety Training (SFST), Intoxilyzer, Radar/Lidar, Firearms, Traffic Crash Investigation, and Crash Reconstruction certifications/commissions required; must maintain certifications throughout employment.
- Criminal Investigator certification preferred; must become certified within one year of hire.
- Fluency in the Laguna Language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Special Agent is designated as a High Risk Public Trust (HRT) position.

All Indian Country Law Enforcement Programs receiving Federal funding and/or authority must ensure that all Law Enforcement Officers successfully complete a thorough background investigation no less stringent than required of a Federal officer performing the same duties. The following are applicable laws that are considered when conducting background investigations.

- PL 101-630: Indian Child Protection and Family Violence Prevention Act
- PL 101-647: Crime Control Act of 1990
- PL 90-618: Gun Control Act
- 25 CFR Part 63: Indian Child Protection and Family Violence Prevention

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other: Medical, Mental, Physical, and Psychological Evaluation	X

Knowledge, Abilities, and Skills:

- Knowledge of traditional form, functions, and structure of government and of Pueblo customs and traditions.
- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of Federal, State, and Pueblo judicial systems; of other law enforcement and regulatory agencies.
- 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, road locations and reservation boundaries.
- Knowledge of equipment used in law enforcement, including weapons, communications, computers, and vehicles.
- Knowledge of and proficiency in firearm safety.
- Knowledge of and proficiency in Federal Court Room Testimony
- Knowledge of proper spelling, grammar, and math skills sufficient to carry out essential duties.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to give and receive orders; to follow verbal and written instructions.
- Ability to work as a team member in a structured working environment.
- Ability to demonstrate moral character when dealing with people.

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- Ability to prepare accurate, complete, and legible reports and present detailed, accurate, and objective oral presentations.
- Ability to comprehend, retain, and recall factual information.
- 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 situations with minimum injury to self/other persons, and minimum damage to property involved.
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of police work.
- Ability to combine pieces of information to form conclusions, including coming up with logical explanation for why a series of seemingly unrelated events occur together.
- Skill in effective interviewing techniques.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POLEmployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Johanna Wade at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES