

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2022-60**

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION: Open Space Cadet
OPENING DATE: August 1, 2022
CLOSING DATE: August 9, 2022
DEPARTMENT: Public Safety / Law Enforcement
SALARY RANGE: NE-8; \$12.90 per hour (Frozen Until Certified)

Position Summary:

Under direct supervision of the Field Operations Lieutenant, the Open Space Cadet performs a variety of non-enforcement functions and receives on the job training to gain knowledge and experience for eventual police officer certification. Complies with and fulfills requirements of Law Enforcement Training Program. 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

- Complies with Law Enforcement Training Program by completing assignments to branches within the Law Enforcement Program, including Animal Control, Telecommunications, Criminal Investigations, Open Space Patrol, Security, and Detention to receive on the job training.
- Conducts/carries out non-enforcement type duties within Law Enforcement programs and divisions while under the supervision of trained and certified personnel.
- Is introduced to various aspects of law enforcement academy structures, including para-military processes.
- Receives written and verbal training on the Law Enforcement Program Standardized Operating Procedures and on the Pueblo of Laguna Personnel Policies and Procedures.
- Is introduced to physical fitness training monitored by a certified PEB Instructor.
- Receives classroom and practical instruction in all facets of law enforcement including community oriented policing strategies.
- Receives training in basic roadside vehicle assistance skills.
- Contributes to a team effort toward accomplishing tasks and achieving results.
- Performs other duties as assigned.

Minimum Qualifications:

High School Diploma or GED required. Must be at least 21 years of age. CPR certification required; or must obtain within one (1) year of hire. Commitment to complete Law Enforcement Training Program. 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 Open Space Cadet is designated as a High-Risk Public Trust (HRPT) 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

Job Announcement No. 2022-60 Open Space Cadet

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:	

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of proper spelling, grammar, punctuation, and math skills sufficient to carry out essential duties.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to work efficiently under stressful conditions.
- Ability to maintain confidentiality, to demonstrate high moral character and self-discipline.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to handle multiple tasks and meet deadlines.
- Ability to make solid decisions, exercise independent judgment, and work with minimal supervision.
- Ability to follow oral and written instruction.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- 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@pol-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 Road; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Kathleen Smith, at (505) 552-1222 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES