

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2025-60**

**OPEN TO IN-HOUSE & EXTERNAL APPLICANTS**

<b>POSITION:</b>	<b>Special Agent – DEA Task Force</b>
<b>OPENING DATE:</b>	<b>September 15, 2025</b>
<b>CLOSING DATE:</b>	<b>September 23, 2025</b>
<b>DEPARTMENT:</b>	<b>Public Safety</b>
<b>SALARY RANGE:</b>	<b>NE14; \$31.55 - \$47.33 DOE</b>

**Position Summary:**

Under dual direction of the Sergeant - Criminal Investigations Unit, and the Drug Enforcement Agency (DEA) Special Agent in Charge, the Special Agent, identifies, disrupts, dismantles drug and money laundering operations. Investigates alleged or suspected criminal and civil violations of applicable Federal, State and Pueblo laws, codes, and ordinances. 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.
- Works with the Federal Bureau of Investigation (FBI), Immigration Customs Enforcement (ICE), Alcohol, Tobacco, and Firearms (ATF), and the U.S. Marshals Service (USMS) to disrupt and dismantle drug and money laundering operations.
- Maintains Program records; provides regular comprehensive reports to the chain of command.
- Investigates suspected or alleged violations of Federal, State, and Pueblo Laws, including criminal enterprises and criminal transportation tactics.
- Conducts complex criminal investigations; determines scope, timing, and direction of investigations.
- Ensures case management, documentation, and writes highly detailed technical reports; presents findings of investigations in clear, logical, impartial, and properly documented reports; reports critical information to and coordinates activities with other relevant offices or agencies.
- Develops and uses informants.
- Apprehends, arrests, detains persons suspected/alleged to have violated laws and/or ordinances.
- Obtains evidence or establishes facts by interviewing, observing, and interrogating suspects and witnesses; verifies and analyzes information to establish accuracy and authenticity.
- Secures search and arrest warrants through process of affidavit, searches scenes of crimes.
- Seizes and secures evidence of crimes; maintains proper chain of custody.
- Provides sworn testimony at hearings and trials in Federal, State and Pueblo courts.
- Prepares case reports for the Pueblo Prosecutor, District Attorney's Office and/or United States Attorney, or others for final disposition.
- Establishes and maintains cooperative relationships with county, state, and other Federal law enforcement agencies.
- Maintains positive public relations with the Pueblo of Laguna community; accepts and handles citizen complaints; ensures accurate information is communicated to the public.
- Ensures payments of asset forfeitures.
- Provides training in highway criminal interdiction to Pueblo Law Enforcement officers.
- Assists, as directed, the Pueblo's Emergency Management Program in its response to public emergency incidents.
- Completes Indian Country Jurisdiction training within six months of hire.
- Completes a minimum of forty (40) hours of in-service training on an annual basis.
- Obtains Special Law Enforcement Commission (SLEC) within six months of hire; maintains Commission throughout employment.
- Participates in Police Physical Efficiency Battery (PEB) Assessment on a quarterly basis.
- Obtains/maintains required certifications within specified time limits, maintains professional and technical knowledge by attending relevant training and workshops and establishing networks with like programs.

- Contributes to a team effort toward accomplishing tasks and achieving results.
- Applies the Pueblo's Core Values and Workforce Values supporting Workforce Excellence.

**Minimum Qualifications:**

- Associate's degree in Business or Public Administration, Criminology, Police Science, or related field required. Any combination of education, professional certification or previous work experience of not less than fifteen (15) years that demonstrates the ability to perform the essential duties of the position may be considered.
- Certification by a recognized New Mexico Law Enforcement Academy or BIA Academy required; must maintain Certification throughout employment.
- Ten (10) years of experience in the Law Enforcement field including five (5) years of experience in highway criminal interdiction or criminal narcotic enforcement investigations required.
- CPR Certification required; must maintain Certification throughout employment.
- FEMA/ICS Certifications 100, 200, 700, and 800 preferred; obtains within 6 months of hire

**Background Investigation Requirements:**

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 for this position.

- 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, Skills, and Certifications:**

- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of Federal, State, and Pueblo judicial systems; of the Drug Enforcement Agency and other law enforcement and regulatory agencies' processes and procedures.
- Knowledge of law enforcement public relations activities.
- Knowledge of investigation techniques to gather, preserve, and use for criminal convictions.
- Knowledge of equipment used in law enforcement, including weapons, communications, computers, and vehicles.
- Knowledge and proficiency in firearm safety.
- Knowledge of the Pueblo's geography, road locations and reservation boundaries.
- Knowledge of criminal enterprises operations, transportation tactics, and routes.
- Knowledge of criminal highway interdiction investigative tactics.
- Knowledge and proficiency in search and seizure issues.
- Knowledge and proficiency in case law regarding traffic stops, canine deployment, and search and seizure.

- Knowledge of state and federal forfeiture laws and procedures.
- Knowledge of concealment methods in planes, trains, automobiles, and other motorized conveyances.
- Knowledge and proficiency in Federal Court Room Testimony, specifically in highway criminal interdiction.
- Knowledge of how criminal enterprises utilize Indian Country to store or warehouse controlled substances.
- Knowledge of the difference between evidence types, i.e., narcotics, currency, weapons, precious metals and distinguish between criminal and civil use of such evidence.
- Knowledge of proper spelling, grammar, punctuation, and math skills sufficient to carry out essential duties.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to communicate effectively, both verbally and in writing.
- Ability to combine pieces of information to form conclusions; developing logical explanations for why a series of seemingly unrelated events occur together.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- 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 and desire to help when dealing with people.
- Ability to prepare accurate, complete, and legible reports and present detailed, accurate, and objective oral presentations.
- Ability to comprehend, retain, and recall facts and other relevant information.
- Ability to integrate training, experience, and common sense sufficient 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.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.

**Physical Demands:**

While performing the duties of this job, the employee regularly is required to stand, walk; use hands and fingers to handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee occasionally is required to taste or smell. The employee must occasionally lift and/or move up to 150-200 pounds utilizing appropriate safety measures. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus. Must stay in good physical condition to participate in quarterly Police Physical Efficiency Battery (PED) Assessment. Physical fitness tests will be conducted throughout the employment period to determine physical suitability.

**Work Environment:**

This position is based primarily in Albuquerque, NM; work is occasionally performed in Laguna, NM. Work is performed both in an office setting with a moderate noise level and outdoors with exposure to natural weather conditions. Exposure to potentially dangerous situations is present. Prolonged standing and walking on uneven surfaces or unstable ground, in remote, steep, rugged, mountainous areas with unimproved dirt roads and trails may be required. Situations may occur where prolonged sitting, driving, walking, or waiting is required. Evening, weekend, and/or holiday work is required. There is frequent interaction with the public. Travel may be required for training, meetings, and other events.

**Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://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 [poemployment@pol-nsn.gov](mailto:poemployment@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, 23 Rio San Jose Rd; Laguna, NM 87026
  4. Fax to (505) 552-9675
- For more information, contact Whitney Roughsurface, at (505) 552-5784 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**