

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2026-41**

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

**POSITION:** Special Agent  
**OPENING DATE:** May 12, 2026  
**CLOSING DATE:** May 20, 2026  
**DEPARTMENT:** Public Safety  
**SALARY RANGE:** NE14; \$31.55 - \$47.33 DOE

**Position Summary:**

Under general direction of the Sergeant - CID, the Special Agent ensures safety, security, and the preservation of life and property of the Community by maintaining law and order and enforcing laws and ordinances. Investigates alleged or suspected criminal violations of applicable laws, codes, and ordinances, to determine if evidence is sufficient to recommend prosecution. Fosters open and continuous communication and cooperation with residents of Pueblo communities. 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:**

- Implements amendments to the Pueblo's Sex Offender Registration Code as required under federal law and enforces SORNA Laws as applicable.
- Manage and maintains all records pertaining to criminal investigation, can include sex offender registration and compliance.
- Can Verify/monitor sex offender compliance on a regular basis; locates and apprehends noncompliant or absconded offenders; conducts arrests when appropriate.
- Can Enter initial and updated data into the Pueblo's public sex offender registry website, Tribal and Territories Sex Offender Registry (TTSOR).
- May be required to Provide community education regarding sex offenders and the Sex Offender Registration Code; addresses questions and concerns.
- Provides required narrative and statistical reports.
- Conducts complex criminal investigations, ensures case management and determines scope, timing, and direction of investigations for Federal, State, and Tribal Courts.
- Prepares comprehensive search and arrest warrant requests for judicial processing; executes approved warrants.
- Seizes, secures, and maintains proper evidence chain of custody.
- Reports critical information to and coordinates activities with other offices or agencies.
- Appears in various courts to present evidence and/or testimony.
- Prepares case reports for submittal to the Pueblo Prosecutor, District Attorney's Office, United States Attorney, and/or other relevant offices.
- Assists at police scenes with other public safety organizations; lends assistance as needed.
- Obtains/maintains required certifications/commissions; maintains and enhances professional and technical knowledge by attending relevant training and workshops.
- Complies with mandated medical physicals, physical fitness assessments, and completes a minimum of 40 hours in-service training annually.
- Establishes and maintains cooperative relationships with other law enforcement agencies.
- Promotes communication and cooperation with community members via special events, programs, and positive presence within communities.
- Contributes to a team effort and accomplishes related results as required.
- To include, but not limited to Administrative Investigations (IA) as directed by CID Sergeant.
- Performs other duties as required.

**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 five (5) 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.
- Current/Valid CPR certification preferred; Must obtain within six (6) months of hire; must maintain certification throughout employment.
- Standardized Field Sobriety Training (SFST), Intoxilyzer, Radar/Lidar, Firearms, Traffic Crash Investigation, and Crash Reconstruction certifications/commissions preferred.
- FEMA/ICS Certifications 100, 200, 700, and 800 preferred; obtain within 6 months of hire.
- Criminal Investigator certification preferred; must obtain 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 (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

<b>Type of Background Check</b>	<b>Required</b>
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: US Government Security Clearance	As needed

**Knowledge, Abilities, and Skills:**

- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of and skill in use of law enforcement equipment, including weapons, communications, computers, and vehicles.
- Knowledge of investigation techniques to gather and preserve evidence.
- Knowledge of court room processes and procedures and proficiency in providing testimony.

- Knowledge of the Pueblo's geography, road locations, and reservation boundaries.
- Knowledge of proper spelling, grammar, punctuation, and adequate math skills to carry out essential duties.
- Ability to combine pieces of information to form conclusions, to develop logical explanation for why a series of seemingly unrelated events occur together.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain professional relationships with the public, co-workers, and other like agencies.
- 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, to demonstrate high moral character and self-responsibility.
- Ability to adjust to varying work schedules and to the psychological and physical stress of law enforcement work.
- Ability to make intelligent and effective decisions in routine and emergency situations.
- Ability to prepare accurate reports and present detailed and objective oral presentations.
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of police work.
- Ability to comprehend, retain, and recall information.
- Ability to integrate training, experience, and common sense to identify potentially dangerous situations and make effective logical decisions.
- Skill in effective interviewing techniques.
- Skill to be persuasive and tactful in controversial situations.
- Skill and ability in attention to detail; to recognize inconsistencies or missing information in documents and files.
- Skill in exercising 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.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.
- Skill in preparation of comprehensive narrative and statistical reports.

**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 200 pounds utilizing appropriate safety measures. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. Must stay in good physical condition to participate in quarterly Police Physical Efficiency Battery (PEB) Assessment. Physical fitness tests will be conducted throughout the employment period to determine physical suitability.

**Work Environment:**

Work is performed both in an office setting with a moderate noise level and outdoors with exposure to natural weather conditions and various dusts and mists. Prolonged standing and walking, when required, may be on uneven surfaces or unstable ground, in remote, steep, rugged, mountainous areas with unimproved dirt roads and trails. Situations may occur where prolonged sitting, driving, walking or waiting is required. There is constant interaction with the public and exposure to potentially dangerous situations is present. Evening, weekend, call back and/or holiday work is required. 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 [polemployment@pol-nsn.gov](mailto: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, 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**