



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2025-029
LAW ENFORCEMENT
LIEUTENANT

Position Title:	Lieutenant	Pay Level:	\$83,658.77-\$125,488.15
Position Open Date:	3/25/2025 – Until Filled	Classification:	Exempt
Position Status:	Full-Time	Location:	Law Enforcement
Supervisor:	Chief of Police		

POSITION SUMMARY:

Responsible for providing law enforcement services to the community within the jurisdiction of the Pueblo of Jemez; coordinates and supervises all law enforcement functions and services of assigned shift, staff of police personnel or specialized technical police work.

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 seven (7) years law enforcement experience; AND five (5) years management-level law enforcement experience.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
Satisfactory completion of the Indian Police Academy (IPA) Basic Police Training; OR, a similar training meeting or exceeding the level of training provided by the IPA.
New Mexico State Certification or certifiable by waiver
Valid ALCS and CPR certifications

MEDICAL REQUIREMENTS:

Pass physical exam

Pass psychological assessment

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 setting and use standard office equipment; stamina and agility to perform law enforcement duties; strength and agility to lift and carry up to 50 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

Work is subject to performance under exposure to adverse environmental conditions, bodily fluids, bio hazards, gases, noxious odors, noise and traffic conditions.

ESSENTIAL FUNCTIONS:

- Plans, organizes, assigns, supervises, reviews and evaluates the work of police officers and administrative support staff, recommends selection of staff; trains staff and providers for their professional development; administers discipline as required.
- Assists in the development and implementation of goals, objectives, policies/procedures and work standards for the department; acts as a good steward of the Pueblo's fiscal and law enforcement resources.
- Partners with the Pueblo of Jemez leadership in provision of community policing.
- Acts as Shift Commander to ensure quality customer service is provided consistently and effectively to the people of the Jemez Pueblo; determines personnel and equipment assignments; reviews investigation and arrest reports and determines disposition requirements.
- Establishes proper and efficient scheduling of patrol officers to ensure public safety coverage.
- Supervises and participates in the work of personnel engaged in the investigation of crimes and other offenses against persons and property; handles the more difficult and sensitive situation; reviews investigation reports.
- Supervises the work of personnel engaged communications and the preparation and maintenance of a variety of police record and reports on an assigned shift.
- Maintains a stand by status for any and all critical incidents that threaten the public safety and which are out of the purview of the on duty police officer.
- Ensures all applicable laws, department policies, procedures, rules and regulations are properly enforced and utilized to guide the operational activities of the department.
- Acts as liaison between the police department and automotive centers in order to keep all patrol cars in the best running conditions at all times.

- Reports to the Tribal Administrator or administrative matters, and all Law Enforcement activities and operations in the jurisdiction of the Pueblo of Jemez.
- Reports to the Governor on all Law Enforcement activities and operations in the jurisdiction of the Pueblo of Jemez.
- Provides technical advice, oral and written briefings, reports and recommendations to management/leadership.
- Performs patrol duties, including traffic control, preservation of the peace, arrest or apprehension of violators, and assistance to citizens, visitors and employees.
- Responds to calls within the exterior boundaries of the Pueblo of Jemez concerning felonies, emergencies, traffic accidents, drug charges, altercations and misdemeanors under Federal, State, local and tribal laws; investigations, apprehends, arrest, and detains all persons charged with violations.
- Enforces Federal, State, and Pueblo of Jemez Laws and ordinances; rules and regulations relating to law enforcement and the physical protection of citizens, visitors and employees; the protection of property; the protection of the civil rights of all individuals; and the preservation of law and order; serves as the deterrent to crime and other violations of laws, rules and regulations.
- Participates in grant-funded initiatives such as saturation patrols, DWI checkpoints, seatbelt use and underage drinking enforcement.
- Make arrest in cases of crime of misdemeanors personally witnessed; take person arrest to appropriate authorities for booking or formal charging.
- Serves Federal, State, and Local or tribal warrants, subpoenas and other court papers; testifies at hearing and trials as an expert witness in Federal, State, local or tribal courts as required.
- Prepares and submits reports of incidents or traffic accidents, daily and weekly activities, and narratives and statistical reports as required.
- Initiates action and investigations of all citizens' complaints.
- Reviews results of investigation and makes recommendations concerning alleged misconduct, accidents reports and grievances.
- Reviews and approves disposition of disciplinary hearings, criminal and administrative investigations.
- Supervises the training of new police offers.
- Provides non-enforcement services to the Pueblo of Jemez community i.e. community events, projects and initiatives which may be directly and indirectly related to the function of law enforcement.
- 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.
- Prepares and submits reports of incidents or traffic accidents, daily and weekly activities, and narratives and statistical reports as required.
- Responds to crime scenes as directed by the Chief of Police or requested by patrol officers; performs investigative work.
- Performs surveillance of sites and subjects; develops and maintains intelligence data on individuals and organizations known or suspected to be involved in criminal activity.
- Testifies in official capacity at Tribal, State, and Federal hearings.

- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Provides technical assistance of Pueblo of Jemez police officers.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Administrative principles and practices, including goals setting/program development, implementation and evaluation, and the management of employees.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Laws, regulations, practices and procedures of law enforcement and police work.
- Tribal, state and federal criminal laws, including procedures, regulations, guidelines, and precedents related to admissibility of evidence and prosecution.
- Laws, principles, and procedures used in apprehending a criminal suspect, including policies for pursuit and proper use of force and capture.
- Investigative techniques to adequately handle complaints and incidents which may entail performing initial investigative actions prior to transferring situation authority to other investigators.
- Job planning, prioritizing and scheduling techniques.
- Principles and practices of budget development and administration.
- Records management principles and practices.
- Firearms and tactics utilized in emergency situations.
- Applicable safety codes and regulations.
- Customer service and public relations methods and practices.
- Computer applications related to the work.
- Techniques for dealing with a variety of individuals from various socio-economics, ethnic and cultural backgrounds, in persons and over the telephone.

Skill in:

- Enforce Law and order and maintain public safety.
- Investigate, analyze facts, and prepare written reports.
- Oral and written briefings, reports and recommendations to management.
- Training others in policies and procedures related to the work.
- Use of the various law enforcement, social services and tribal agencies in the prevention of crime.
- Computer applications related to the work.
- Apply rules to factual situations.
- Use of firearms.
- Safe and effective operation of law enforcement vehicle.
- Responds quickly and effectively to emergency situations.
- Communicate effectively, oral and in writing.
- Perform inspection of equipment.
- Following safe practices and procedures.

- Developing and implementing goals, objectives, policies, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgement within general policy guidelines.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.
- Making effective oral presentations to large and small groups.

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