



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 027-16

OPENING DATE: 02/19/2016

CLOSING DATE: 03/03/2016

POSITION: Assistant Crime Victim Advocate

POSTED: IN/OUT

PAY GRADE: NE7 (\$13.28/hr. to \$15.61/hr.)

FLSA STATUS: Non-Exempt

DEPARTMENT: Police Department

REPORTS TO: Prosecutor

This position is located at the Isleta Police Department. Under general supervision of the Senior Crime Victim Advocate/Coordinator, assists with crisis intervention, advocacy and assistance to victims, witnesses and survivors of violent or non-violent crimes for the Pueblo of Isleta

Minimum Qualifications/Requirements:

- Associates' Degree from an accredited college/university in Criminal Justice, Sociology, Psychology or a behavioral science, preferred.
- A minimum of 1 year experience working with crime victims.
- Fluency in the Tiwa language preferred

Knowledge, Skill and Ability Requirements: Describe how you obtained these Knowledge's, Skills and Abilities

- Knowledge of tribal government and pueblo customs and traditions.
- Knowledge of the Pueblo's judicial system.
- Skill in making effective decisions in emergency situations.
- Skill in analyzing problems, projecting consequences, identifying solutions and implementing recommendations.
- Skill in operating various word processing, spreadsheets and database software programs.
- Ability to work extended hours and various work schedules and able to work on a 24 hour on-call basis.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to make solid decisions and exercise independent judgement.
- Ability to define problems collects data, establish facts, and draw valid conclusions.
- Ability to prepare accurate, complete and legible reports and present detailed, accurate and objective oral presentations and respond to questions.

Other Requirements:

Individual selected is subject to the following:

- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.

- Satisfactorily pass a background investigation, with NO prior convictions of any felonies
- Must comply with the Pueblo of Isleta Drug Free Workplace policies
- Must have fingerprinting completed prior to employment
- May be required to work overtime, evenings, weekends and/or holidays and must be on call for emergencies, as required.
- May be required to work on call.

PREFERENCE: Tribal preference and Native American Indian preference applies to all Pueblo of Isleta positions.