



HUMAN RESOURCES DEPARTMENT

135 Capitol Square Drive, Zia Pueblo, NM 87053 • P: 505.867.3304 • F: 505.867.3308 • E: HR@ziapueblo.org

VACANCY ANNOUNCEMENT

OPENING DATE:	2/5/2024	CLOSING DATE:	Open Until Filled
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POSITION TITLE: Indian Highway Safety Officer DEPARTMENT: Police
PAY RATE: \$23.00 - \$25.00/ hourly / DOE FLSA STATUS: Non-exempt; Full-time

POSITION SUMMARY

This position performs duties in the department in the enforcement of traffic laws and ordinances, regulations, and investigations pertaining to DUI drivers, traffic crashes and traffic safety violations, within the jurisdiction of the Zia reservation. Enforces laws and investigates alleged crimes or complaints relating to DUI and moving violations. Work is performed in compliance with standard law enforcement procedures, tribal statutes, federal statutes as they apply to the position's scope of authority. Provides law enforcement services in a manner that promotes a positive image respectful of the law enforcement profession, the police department, and the Pueblo of Zia.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enforce the Pueblo of Zia Traffic Code by protecting the people, property, and the resources of the Zia reservation.
- Enforce traffic, criminal laws, and conduct preliminary and follow-up investigation on motor vehicle crash/incidents.
- Conduct Standardized Field Sobriety Test (SFST) and administer breath or blood test to determine probable cause for arrest for alcohol or drug impaired driving.
- Stop vehicles for cause and check for required documents, defective equipment (e.g., speeding, headlamps, etc.) and other citations to issue citations or warnings to aid the safe and legal operation of vehicles on the road.
- Issue citations to traffic violators.
- Conducts preliminary investigations at the scene of motor vehicle crashes or other law enforcement matters.
- Performs crime scene protection.
- Check suspicious and all other suspicious or dangerous conditions within the community and throughout the Pueblo of Zia.
- Respond to calls for assistance in various situations.
- Prepare and present criminal and civil cases for prosecution and testify in court.
- Investigate crimes in Federal and State jurisdiction with proper commissions only.
- Operate an authorized police motor vehicle and maintain the condition of the assigned vehicle.
- Assist in the protection and enforcement of environmental issues/disasters such as oil spills, floods, etc.
- Prepare and submit written reports of all incidents occurring during shift.
- Enforces sustained enforcement of impaired driving, occupant protection and speeding.
- Conduct and annual safety belt survey in accordance with criteria established by the NHTSA Secretary to measure safety belt rates.
- Coordinate and conduct DUI sobriety checkpoints.
- Coordinate and conduct saturation patrols throughout the Zia reservation.

- The Indian Highway Safety Officer will spend 100% of scheduled shift performing traffic safety related duties. (An exception to this rule is exigent circumstances involving safeguarding lives.)
- Abide by all requirements of the Indian Highway safety Program (IHSP) submit all required documentation monthly.
- Perform other duties in support of the Tribal traffic safety project as assigned or required by the Lieutenant and or the Chief of Police.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the Pueblo of Zia Criminal and Traffic Code, Zia Police Department Standard Operating Procedures, and the Human Resources Manual.
- Knowledge of Federal, State, and Tribal Criminal and Traffic Codes and interpreting the laws and ability to disseminate to the Public.
- Knowledgeable and respectful of the Pueblo of Zia traditional and cultural events.
- Knowledge of the Zia reservation and surrounding areas.
- Skill in the use of firearms, defensive, and tactical driving, self-defense, report writing, courtroom procedures and testimony, patrol procedures, and crash investigations.
- Ability to communicate with the public, settle civil and domestic disputes, make quick decisions and to remain calm and professional during stressful situations.
- Skilled in investigative and interview techniques.
- Must have excellent oral and written communication skills.
- Ability to learn, comprehend and retain rules, regulations, policies, and procedures.
- Ability to manage stress and recognize alternative healthy methods of coping.
- Must be free from any physical, emotional, or mental condition which may adversely affect the ability to perform essential job duties.
- Ability to administer basic first aid and CPR.
- Must possess a high level of customer service.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- Must be 21 years of age.
- Must possess and maintain a valid NM Driver's License; and be insurable under tribe's insurance carrier.
- Must pass a drug, alcohol, and background check.
- Never been convicted of a misdemeanor for charges related to assault, battery, theft, controlled substances, forgery, fraud, or immoral acts.
- Never been convicted of any misdemeanor or felony domestic violence in any jurisdiction.
- Must not have a history or pattern of traffic citations, arrests, and/or convictions within the past three (3) years, including but not limited to red light violations, stop sign violations, speeding, reckless driving, and careless driving; no more than four (4) in three (3) years.
- Never been convicted for driving under the influence of a controlled substance within the past three (3) years.
- No major traffic violation or a record of suspension or revocation of driver's license within the past year.

INDIAN PREFERENCE

The Pueblo of Zia has implemented an Indian Preference Policy. It is the policy of the pueblo of Zia to give preference in employment to applicants who possess the qualifications, education, experience, and ability

required for a particular position, in the following order: 1) Enrolled member of the Pueblo of Zia. 2) Enrolled members of other federally recognized tribes. 3) Non-Indians. The application of Indian Preference is not automatic. Applicants are required to provide appropriate evidence, from their respective tribe, at the time of submitting an employment application for Indian Preference consideration.

To apply, Employment Applications are available at the Pueblo of Zia Human Resources (HR) Department, front desk, or on-line at www.ziapueblo.org. For best consideration, all applications must be supported with a cover letter, resume, and/or certifications.

All applications must be submitted to the Pueblo of Zia HR Department by 5:00 pm on the closing date:

BY:

MAIL: 135 Capitol Square Drive, Zia Pueblo, NM 87053 (C/O HR Department)

IN-PERSON: HR Department

EMAIL: HR@ziapueblo.org (attach employment application, cover letter, resume, any certifications and in the subject line please indicate the position you are applying for)

FAX: 505.867.3308 (C/O HR Department)

For more information, please contact the HR Department:

Phone: 505.867.3304 or Email: HR@ziapueblo.org