

# Human Resources Department Pueblo of Santo Domingo



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## JOB ANNOUNCEMENT

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**POSITION TITLE: SORNA Specialist**

**SALARY RANGE: \$23.00-\$25.00 DOE**

**DEPARTMENT: Tribal Courts**

**POSITION STATUS: Full Time, Non-Exempt**

**SUPERVISOR: Tribal Courts Administrator**

**JOB POSTING ID: TC-290724**

**Accepting applications 7/29/24 – until filled.**

*Santo Domingo Pueblo exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.*

### **BASIC PURPOSE:**

Incumbent will be responsible for managing and coordinating the day-to-day activities of the Santo Domingo Pueblo's Sex Offender Registration and Notification Act (SORNA) Program. Incumbent serves as a liaison between the Pueblo and the SMART Office, Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking, Department of Justice, law enforcement agencies, and other COSA (Circles of Support and Accountability) key stakeholders. Responsible to coordinate a supportive social network to registered Sex offenders (Core Members) having served a sentence in prison as a sex offender, or subject to community supervision, that also requires the Core Member to take responsibility (be 'accountable') for his/her actions. Responsible for writing, managing grants and budgets for department.

### **TYPICAL FUNCTIONS:**

- Serve as a liaison between the Pueblo and the SMART Office, Sex Offender Sentencing, Monitoring, apprehending, registering, and tracking, Department of Justice, law enforcement agencies, and other SORNA key stakeholders including Tribal Court and other related programs.
- Works with Santo Domingo Governor, Tribal officials, and Tribal Court staff for incident data entry and case record management for sex offender registration.
- Evaluates criminal background checks on all sex offenders to ensure all violations are listed on the initial registration forms.
- Works with Santo Domingo Pueblo Human Resources on the status of sex offender background checks and ensures that HR receives a copy of signed form stating that the duty to register has been explained to the sex offender and the employee understands the registration requirements.
- Provides notification and explains to the sex offender his or her duties and obligations under the Santo Domingo Sex Offender Registration and Notification Ordinance (SORNA).
- Maintenances the Santo Domingo Pueblo's sex offender registry and website.

- Works with the Santo Domingo Governor, Tribal Officials, Courts, and Bureau of Indian Affairs to ensure enforcement of the Tribe’s SORNA Ordinance.
- Coordinates activities and communications between agencies/partners in the Memorandum of Agreement including the Sandoval County Sheriff’s Office, the Bureau of Indian Affairs, and the New Mexico Department of Public Safety to ensure implementation of the Santo Domingo Pueblo’s SORNA Ordinance.
- Coordinates activities and communications with other tribes and tribal SORNA programs.
- Grant writing experience and monitoring preferred.
- Coordinates with other tribal, state, and federal agencies to obtain relevant and necessary information to determine the risk assessment level of each sex offender.
- Determines and issues necessary community notifications and restrictions determined in SORNA Risk to the Community and notifies Tribal Program Administrator of findings and recommendations.
- Provides sex offender notification and education trainings to the Santo Domingo Pueblo leadership, tribal staff, and community to promote safety against sex predators.
- Coordinates, facilitates, and attends training, SORNA-related task forces or work group meetings, and conferences as needed and ensures that Court staff receives training to implement the Santo Domingo Pueblo’s SORNA Ordinance.
- Coordinates with the COSA (Circles of Care and Accountability) Program on the weekly COSA group meetings for sex offender compliance and provides assistance to the COSA program as requested.
- Effectively communicates and responds to requests by the SMART office, Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking, U.S. Department of Justice, and provides regular and timely updates on changes to the SORNA submits required reports and keeps abreast of changes in the law regarding sex offender registration.
- Informs Tribal Program Administrator of any relevant or potential liability issues in a timely manner.
- Responsible for administrative duties for the program.
- Other duties as assigned.

**REQUIRED COMPETENCIES:**

• **INTEGRITY / HONESTY**

All Santo Domingo Pueblo employees must operate in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating to safety, confidentiality, handling, tracking of grant and budgets, and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.

• **TEAMWORK**

All Santo Domingo Pueblo employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others’ perspective on how to complete assignments. Keeps others informed and up to date about tasks, progress, or projects.

• **GOAL AND TASK MANAGEMENT**

Incumbent in this job needs to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.

• **MANAGE RESOURCES**

Incumbent must be able to provide direction to and develop internal personnel; identify strategic issues and develop short/long-range plans; provide direction to and manage department heads and related personnel; budget and prioritize workload; identify key factors affecting personnel; and develop effective programs to maximize performance.

- **DECISIVENESS**

Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.

- **VISION**

Incumbent in this position must have the ability to gain an understanding of where an organization is headed considering internal and external trends and influences.

- **INTERPERSONAL SKILLS (WORKING WITH OTHERS)**

Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing the effort of others and praising that effort.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in criminal justice preferred, and two years law enforcement or an equivalent combination of education and experience which may include experience as a Pueblo Tribal Official.
- Knowledge of tribal and federal laws pertaining to sex offender registration and tracking and the ability to explain those laws.
- Fluent in the Keres language preferred.
- Skill in efficiently operating and utilizing computer and software Microsoft Office (Word, Excel, Access, Outlook, & PowerPoint) and other related software.
- Must be able to satisfactorily pass a background check.
- Excellent oral and written communication skills.
- Ability to analyze and solve problems.
- Travel may be required.
- May be required to work various shifts, evenings, weekends, and holidays.
- Valid New Mexico driver's license with ability to meet Santo Domingo Pueblo liability insurance requirements and maintain eligibility for insurance.

**BENEFITS OFFERED:**

- Competitive Pay
- Personal Leave, earn up to 8-hours per pay period based on hours worked.
- Paid Holidays
- Paid Administrative Leave
- Affordable medical plans, dental, vision, accident, hospital, and critical illness plans.
- Life Insurance AD&D plan
- Competitive 401k retirement plan, up to 5% match.
- Amenities aimed at creating a solid work/life balance.

**HOW TO APPLY**

Please submit the complete application packet.

- By email: HR@kewa-nsn.us
  - Subject line: **SORNA Specialist – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 Attn: Human Resources
- In person: Human Resources Department, 116 San Ildefonso St, Santo Domingo NM 87052

A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application
- Cover Letter
- Resume
- Certifications

**Incomplete application packets may delay or exclude consideration of your application.**