MESCALERO APACHE TRIBE
MESCALERO CONSERVATION LAW ENFORCEMENT DEPARTMENT
P.O Box 227/278 Pine Street Mescalero, N.M 88340
Phone (575) 464-4494 fax (575) 464-9220

EMPLOYMENT ANNOUNCEMENT

POSITION: ONE (1) Code Enforcement Officer (Certified or non-Certified)

PLACE OF EMPLOYMENT: Mescalero Conservation Law Enforcement Department, Mescalero Apache Reservation, Mescalero, New Mexico.

SALARY: $18.00/Hour and $22.50/Hour after successful completion of Indian Country Police Academy Training in Artesia, NM (FLETC)

OPENING DATE: September 25, 2026 **CLOSING DATE:** October 9, 2026

POSITION DESCRIPTION:
Code Enforcement Officers inspect properties, investigate complaints, and ensure compliance with local Tribal Codes covering property maintenance, zoning, building standards, public nuisances, and health and safety requirements. They work for the Mescalero Apache Tribe issuing notices of violation, documenting noncompliance, and working with property owners to achieve correction — using civil citations and criminal complaints when voluntary compliance fails.

DUTIES AND RESPONSIBILITIES SUMMARIZED:
- Conduct scheduled and complaint-driven inspections of residential and commercial properties for compliance with property maintenance, zoning, and health codes
- Investigate citizen complaints about property conditions including blight, overgrown vegetation, illegal dumping, and substandard housing
- Issue notices of violation, abatement orders, and civil citations to property owners and occupants in noncompliance
- Document violations with photographs, written descriptions, and case file entries in code enforcement management software
- Conduct follow-up inspections to verify that violations have been corrected within required timeframes
- Coordinate with the Tribal Prosecutor, tribal court, or administrative hearing officers on cases requiring formal legal action
- Work with land assignment owners to develop compliance plans for complex or costly violations when immediate correction is not feasible
- Respond to emergency public health and safety violations requiring expedited action including unsafe structures and hazardous conditions
- Coordinate with building inspection, fire prevention, IHS public health, and housing departments on multidisciplinary code issues
- Testify in administrative hearings and Tribal court proceedings as the citing officer on contested violations

QUALIFICATIONS:
1. **Must be 21 years of age or older.**
2. **Must have a high school diploma or GED.**
3. **Must possess a valid New Mexico driver's license and be able to operate a Tribal vehicle per "Tribal First Driver Guidelines".**
4. Must be able to operate a two-way radio and have strong communication skills.

5. Must have knowledge of the Mescalero Apache culture and geographic area of the Mescalero Apache Reservation.
6. Must be kind and courteous to the general public on and off duty, be willing to give correction and/or issue citations to any person violating laws, and must be willing and available for off-duty calls and able to perform any duty as assigned.
7. Must have a clear background and not have been convicted of any misdemeanors within the last three years, convicted of any felony charges, or have been convicted of any domestic violence crimes.
8. Must be able to attend and successfully pass the Indian Country Police Officer Training Program, or State Police Law Enforcement Academy within one year of hire.
9. Must be able to work outside in hot, cold, wet, humid, or windy conditions and sit for extended periods of time.
10. Must be physically fit enough to walk for an extended amount of time or distance in hilly or mountainous regions.
11. Must sign and adhere to the Conservation Department Code of Conduct and Law Enforcement Code of Ethics.
12. Must be able to pass a Pre-Employment Drug Screening, upon being selected for the position.
13. Indian Hiring Preference per Tribal Ordinance 06-02.

How to Apply:
Submit resume and complete a Mescalero Tribal job application to Human Resources at 108 Central Avenue, Mescalero, NM 88340 or hresources@mescaleroapachetribe.com.