

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR02324055

DATE POSTED: 06/14/22

POSITION NO: 203311

CLOSING DATE: 07/05/2022 by 5pm

POSITION TITLE: Ranger Dispatcher

DEPARTMENT NAME / WORKSITE: Department of Fish & Wildlife/Window Rock, Arizona

WORK DAYS: <u>Varies</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ56A</u>
WORK HOURS: <u>Varies</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: <u>23,155.92</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : <u>11.09</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

DUTIES AND RESPONSIBILITIES: Operates a variety of radio communication equipment and other equipment to locate and dispatch Division of Natural Resource (DNR) law enforcement personnel to the scene of investigations or criminal complaints and dispatch DNR non-law enforcement personnel to natural resource calls for service. Answer telephones, receives and assists public on the telephone or in person. Documents and enters complaints and service request calls into the DNR CODY radio communications system. Monitors Officer and/or personnel responding and enters disposition of calls into the CODY system. Duties also include gathering and providing details to Officers on complaints such as location, description of suspect/vehicle. Enters reports, relays important information to Officers. Provides detailed information to non-law enforcement personnel responding to non-law enforcement calls for services and monitors the disposition of these calls. Provides technical assistance and training on dispatching techniques and equipment. Attends meetings, trainings and seminars. Assist visitors by answering inquires and providing information's requested. Prepares and submits reports and other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED: and one (1) year of dispatch communications, clerical or public contact experience; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid, state Driver's License and must obtain a Navajo Nation Vehicle Operator's Permit with the first 90 days of employment.
- Must be eligible to receive and maintain dispatcher's certification.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of the Navajo cultural and natural renouncement managements; general office procedure, principles and practices; preparing and maintaining accurate records, reports and files. Skill in written expression, business correspondence and communication; evaluating a situation, making effective decisions under pressure and taking appropriate action; communicate effectively, act promptly and use good judgement in emergencies, deal tactfully with and inspire public confidence while enforcing rules and regulations. Ability to understand follow oral and written directions.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.