THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR12614054** DATE POSTED: 07/06/17
POSITION NO: 242488 CLOSING DATE: 07/19/17
POSITION TITLE: **Police Dispatcher**
DEPARTMENT NAME / WORKSITE: Department of Fish and Wildlife/Window Rock, Arizona
WORK DAYS: Varies
WORK HOURS: 40
REGULAR FULL TIME: ☑ GRADE/STEP: AB57A
PART TIME: ☐ NO. OF HRS./WK.: $ 22,131.20 PER ANNUM
SEASONAL: ☐ $ 10.64 PER HOUR
TEMPORARY: ☐ DURATION :

DUTIES AND RESPONSIBILITIES:
Operates a variety of radio communications and other equipment to locate and dispatch wildlife law enforcement personnel to the scene of investigations or criminal complaints; answers telephone; receives and assist public on the telephone or in person; documents and enters complaints and service request calls into the Department's Dispatch Database. Data collected includes time request received, law enforcement unit arrival time and disposition of department calls. Duties also include gathering and providing details to Officers on complaints such as location, description of suspects/vehicles, injuries reported, relays important information to Officers; provides technical assistance and training on dispatching techniques and equipment; attends meetings, training and seminars; assists visitors by answering inquiries and providing information requested; prepares and submits reports and other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:

- High School Diploma/GED; and two (2) years clerical experience working with the public; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state Driver's License.

(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 English and Navajo languages; Knowledge of standard office procedures and practices; Knowledge of Navajo Nation geographical area; Knowledge of preparing and maintaining accurate records, reports and files; Skill in determining priorities and handling high-pressure situations; Skill in operating radio communication systems; Skill in communicating clearly and concisely and relaying details accurately; Skill in handling high volume of telephone calls; Skill in establishing and maintaining effective working relationships. Work involves a minimum of physical effort in a highly stressful office setting.

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