THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR1268003**	Date Posted:	**07/15/13**
POSITION NO:	242489	Closing Date:	**07/26/13**
CLASS CODE:	2253		
POSITION TITLE:	**Police Dispatcher**		
DEPARTMENT NAME:	DNR/Navajo Fish and Wildlife Navajo Nation Animal Control Program		
DEPARTMENT NO:	126	WORKSITE LOCATION:	Window Rock, AZ
WORKS DAYS/HOURS:		POSITION TYPE:	
Days:	Varies	Permanent:	☑
Hours:	Varies	Temporary:	☐
		Part-Time:	☐

GRADE: R57A

SALARY:

Duration: _____ $ 20,862.40 Per Annum

No. of Hrs/Wk: 40 $ 10.03 Per Hour

DUTIES AND RESPONSIBILITIES:

Operates a variety of radio communications and other equipment to locate and dispatch law enforcement personnel to the scene of investigations or criminal complaints; answers telephone; receives and assists public at walk-up window; documents and enters complaints and service request calls into Computer Aided Dispatch (CAD) network system, such as time request received, law enforcement unit arrival time and disposition of department calls; gathers and provides details to officer 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', and any other duties assigned

QUALIFICATION REQUIREMENTS:

Education and Training:

High School Diploma or GED; and

Experience:

two (2) years clerical experience working with the public; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. ***Applicant must possess some computer skills.***

In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.

Special Knowledge, Skills and Abilities:

Knowledge of Navajo Nation and police policies and procedures affecting assigned work; standard office procedures and practices; familiar with the Navajo Nation geographical area; ability to maintain accurate records, reports and files; must be skilled in handling high pressure situations; ability in operating radio communication systems; ability to answer high volume of telephone calls; ability to maintain effective working relationships.

License/Certification Requirements:

Applicant must possess a Valid State Driver's License and the ability to obtain a Navajo Nation Operator's Permit within 90 days of employment. ***Applicant must obtain a Dispatcher Training Certificate within the first year of employment - Preferred.***

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***