

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR02320052
POSITION NO: 203319
POSITION TITLE: Ranger Dispatcher

DATE POSTED: 09/16/20
CLOSING DATE: 10/06/20

DEPARTMENT NAME / WORKSITE: Division of Natural Resources Central Dispatch Unit/Window Rock, Arizona
WORK DAYS: Varies REGULAR FULL TIME: GRADE/STEP: BC56A
WORK HOURS: Varies PART TIME: NO. OF HRS./WK.: _____ \$ 21,756.80 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 10.46 PER HOUR
NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Operates a variety of radio communications 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 services; answers telephone; receives and assist 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 entering disposition of calls into the CODY system. 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 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, 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 or 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.
- 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 resource management; knowledge of general office procedures, principles and practices; knowledge of preparing and maintaining accurate records, reports and files; skill in written expression, business correspondence and communication; skill in evaluating a situation, making effective decisions under pressure and taking appropriate action; skill to communicate effectively, act promptly and use good judgement in emergency situations and deal tactfully with and inspire public confidence while enforcing rules and regulations; ability to understand and 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.