

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR1264282

Date Posted: 11/07/11

POSITION NO: 242488

Closing Date: 11/21/11

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: _____ GRADE: R57A

Days: Varies

Permanent:

SALARY: _____

Hours: 8am-5pm

Temporary:

Duration: _____ \$ 20,862.40 Per Annum

Part-Time:

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

Experience:

(2) two years clerical experience working with the public; or an equivalent combination of education, training and experience.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Communication skills and Computer Skills

License/Certification Requirements:

Must possess a valid state drivers license and obtain a NN Tribal Permit within 90 days of employment. Must obtain Dispatcher Training certificate within first year of employment.

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