

SANTA ROSA RANCHERIA TACHI YOKUT TRIBE

Employee Requisition Form

Department: Public Safety

Position to be filled: Dispatcher

Required Qualifications/Essential Duties:

- Must have High School Diploma or General Education Degree (GED);
- Valid California Driver License;
- Must be insurable by companies' insurance carrier and maintain throughout employment;
- Must possess P.O.S.T. certified Basic Complaint/Dispatcher Certificate; (Obtain within 6 months of employment)
- Must maintain P.O.S.T. certified Basic Complaint/Dispatcher throughout employment;
- Receives and responds to emergency and non-emergency calls including enhanced 911 and non-emergency calls from the Santa Rosa Rancheria Tribal community, dispatchers and law enforcements agencies via telephone and radio systems and computer-aided dispatch (CAD) system;
- Processes and evaluates information received, prioritizes call and dispatches required units and/or agencies;
- Monitors and coordinates officer unit activity and assignments via police radio frequencies;
- Maintains status and locations of public safety personnel;
- Utilizes technology as computers, radio systems, telephone, fax machines and other communications equipment;
- Creates and maintain automated or manual logs of Public Safety communications activity;
- Accesses and enters sensitive data in databases as necessary for investigative purposes;
- Enters and maintains files for person or property pending apprehension/recovery;
- Maintains appropriate security and confidentiality of information created or encountered in the performance of assigned duties;
- Keeps informed of departmental regulations, policies and procedures;
- May assist in providing on-the-job training for Public Safety Dispatchers and submit progress reports and evaluations on trainees;
- Monitors silent alarm systems to detect illegal entry into business establishments;
- Other duties as assigned or deemed necessary;
- Drive company vehicles or personal vehicle to conduct business on behalf of the Public Safety Department.

Reports To: Officer III

Starting Rate of Pay: \$20.75 per hour (Non-Exempt)

Approximate Hours: 40+ hours per week

Deadline: Open Until Filled

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.

