

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at [www.tachi-yokut-nsn.gov](http://www.tachi-yokut-nsn.gov)

### Job Requisition Form

**Department:** Public Safety

**Position to be Filled:** Dispatcher

**Required Qualifications/Essential Duties:**

- Must have High School Diploma or GED (General Education Degree) plus one year of operational experience in a public safety dispatching setting;
- Must possess P.O.S.T. Certified Basic Compliant/Dispatcher Certificate- **REQUIRED**
- Maintain P.O.S.T. Certified Basic Compliant/Dispatcher Certificate throughout employment- **REQUIRED**
- Valid California Driver License- **REQUIRED**
- Must be insurable by companies' insurance carrier and maintain throughout employment- **REQUIRED**
- 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;
- Drive company vehicles or personal vehicle to conduct business on behalf of the Maintenance Department

**Reports To:** Officer III

**Starting Rate of Pay:** DOE –Range 27 (Non-Exempt)

**Approximate Hours:** 40+ hrs per wk

**Date Posted:** January 19, 2016

**Deadline:** Open Until Filled

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Department Director

Date

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Human Resources Director

Date

**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.**