

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2019-091 **Issue Date:** 04-23-19 **Closing Date:** 05-06-19

Dispatcher
Tribal Police
Department of Public Safety
Hourly Wage: \$15.29/Regular/Full-Time

The Dispatch Center operates 24 hours a day, 365 days a year. The Dispatcher is responsible to efficiently multi-task using a number of technologies such as answering emergency 911 and business phone calls, entering and updating calls for service and self-initiated activity into a Computer Aided Dispatch (CAD) system; transmitting and receiving radio communications from field personnel via a 2-way Radio System. The Dispatcher is subject to shift rotation, evening, weekend and holiday work. These critical responsibilities are the lifeline for officers in the field and the first contact with public who report emergency situations requiring law enforcement response, work is of emergency nature and is emotionally stressful.

Knowledge, Skills and Abilities:

- Knowledge, in general, of Tribal and Federal criminal laws.
- Knowledge, basic, of Revised Yakama Code.
- Ability to use a computer, assorted software and computer programs proficiently.
- Ability to use 2-way radio, multi-line telephone, fax machine, copier, scanner, security video cameras, and fire alarm system proficiently.
- Ability to effectively communicate with and assist upset, confused, or otherwise distressed persons due to heightened emotions.
- Ability to successfully complete scheduled and mandatory training relative to position.
- Ability to adhere to high standards of personal conduct on and off the job.
- Ability to react with a high degree of accuracy to any emergency situation.
- Ability to handle stress.
- Ability to maintain strict confidentiality of program and client information.
- Ability to communicate courteously and tactfully.
- Ability to follow oral and written instructions.
- Ability to establish and maintain effective working relationships.
- Ability to work independently and productively with minimal supervision.
- Ability to be reliable, dependable, and trustworthy.
- Ability to sit for prolonged periods of time.

General Recruiting Indicators:

- Requires a high school diploma or equivalent, **AND** 2-years work experience in office support
- **AND** 6 months experience in radio communications and dispatch. Or a combination of work experience and education totaling 2-years that demonstrate the ability to perform duties.
- Required to pass a pre-employment drug and alcohol test.
- Must possess a valid WA State Drivers License.
- Required to successfully pass a criminal back ground check; no misdemeanor or felony convictions.
- Required to successfully complete mandatory training for Telecommunication Certification within 6 months of hire.
- Required to possess and maintain a basic first aid/CPR card current; or obtain one within 6-months of hire.
- Minimum keyboarding/typing skill of 35 words per minute (wpm).
- Must be 18 years of age.
- Required to take an annual physical which certifies 100% physical fit.
- Must be reliable and, upon request, provide a reference on attendance.

Special Requirements:

- Requires working irregular hours, overtime, weekends, holidays, and rotating shifts.
- Requires attending and successfully complete mandatory training.
- Must understand the position and working conditions, and consider the impact on personal life-style and family.
- Required to wear a departmental uniform.
- Requires successfully passing and being certified to operate the ACCESS computer system used in law enforcement activities.
- Required to sign a code of conduct and understand sanctions for misconduct.