



The Three Affiliated Tribes Job Description

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

POSITION: Dispatcher DEPARTMENT: Law Enforcement Dept. SALARY: \$ 100 CLASSIFICATION: Non-Exempt	FLSA STATUS: FT Regular LOCATION: New Town, ND OPENING DATE: CLOSING DATE: OPEN UNTIL FILLED
---	---

POSITION SUMMARY: Position includes but is not limited to the following.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs all functions associated with radio net control necessary to transmit and receive law enforcement communication traffic. Operates the state, tribal and federal radio network control at the Dispatch Center. Answers and disseminates information received through regular phone system and two-way radio. Interviews callers ascertaining the nature of the call and providing information if available. Takes complaints and refers to appropriate authorities. Records all radio and telephone communication transactions on appropriate control log.
2. Serves as a central receiving and dispatching officer for the Police Department and an official citizen's information and complaint center. Takes appropriate action with high priority of the call. Relays messages, complaints or other emergency type information received to appropriate personnel. Using several types of computer software prepares reports of activities and incidents encountered in accordance with required forms, procedures and techniques.
3. Maintains logs and files of complaints, police actions and reports. Receives and checks recurring reports to assure that all items are properly completed and that the necessary copies and signatures are present. Maintains agency files utilizing the Crime Reporting Information System (CRIS).
4. Initiates interviews with complaints and obtain information for investigative referral to the proper personnel or department. Receives other calls to the office and gives or obtains information on such topics as juvenile problems, ascertains the nature of telephone calls and personal inquiries of a routine nature, and other relevant information. Determines which in own judgment must be brought to the attention of the supervisor or can be handled by self or other personnel.
5. Operates the Law Enforcement Crime Reporting Information System (CRIS) which is a computerized network consisting of all Law Enforcement statistical data.
6. Operates the NCIC Criminal Justice computer system, which includes accessing computer criminal records, wanted individuals, drivers' license check and motor vehicle information and disseminates any incoming messages to proper personnel.
7. Serves as the Terminal Agency Coordinator (TAC), responsible for filing Teletype documents in appropriate subject files.
8. **And other duties as assigned.**

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- The requirement for managing others does not exist.



The Three Affiliated Tribes Job Description

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge

- Practical knowledge of standardized law enforcement telecommunications systems, to perform all associated operating functions necessary to transmit and receive communication traffic.
- Knowledge of standardized operating procedures, rules and methods to operate law enforcement telecommunication equipment with emphasis in radio.
- Knowledge of the Federal Communications commission regulations pertaining to proper radio procedure and discipline.
- Practical knowledge of the Law Enforcement Crime Reporting Information System (CRIS) and the NCIC computer information system.
- Knowledge of the privacy Act in order to maintain confidentiality of information received on individuals, reports, etc.
- Knowledge of standardized security regulations and procedures.

Skills

- Skilled in record keeping and filing, and report writing.
- Skill in interacting effectively and reasoning to respond appropriately to emergency situations and skill in performing duties in a highly stressful work environment.
- Skill in using sound judgment and reasoning to respond appropriately to emergency situations, and skill in performing duties in a highly stressful work environment.

Abilities

- Must be able to operate the National Crime Information Center (NCIC) computer terminal.

GUIDELINES AND COMPLEXITY:

- Guidelines include Federal, State and Bureau of Indian Affairs regulations, agency memoranda and Tribal codes relative to telecommunications equipment operations, specifically radio. The guidelines cover most situations encountered, but may make minor adaptations of established procedures. Significant deviations or situations to which the guidelines do not apply are referred to the supervisor.
- The work consists of telecommunications systems operation in a Law Enforcement/Police Department function involving the performance of several related duties and processes. Actions to be taken are decided by the employee depending on type of law enforcement communication traffic or priority. Dispatches emergency call to police or makes appropriate contacts with other agencies such as a fire, ambulance, search and rescue, life flight support and other police from surrounding areas. The work also requires the incumbent to document all incidents in a concise, legible and accurate manner.

SCOPE AND EFFECT:

- The purpose of the work is to operate the law enforcement telecommunications system in monitoring of information in accordance with established procedures. The radio operator contributes to the effectiveness of the overall objectives of the Law Enforcement/Police Department by effectively handling law enforcement communications and the general public, promptly and efficiently.

PERSONAL CONTACTS AND PURPOSE OF CONTACTS:

- Contacts are in person, or via telephone, and through the police communications network, primarily with police officers, general public and media. Contacts are also to be with professionals in the police communications computerized fields.



The Three Affiliated Tribes Job Description

Contracts are made for the purpose of taking accurate, factual complaints, giving factual information and exchanging information.

MINIMUM QUALIFICATIONS AND EDUCATION:

- Applicant must have a high school diploma or GED Equivalent.
- Prefer knowledge of law enforcement telecommunications systems.
- Must possess mental and emotional stability, normal hearing and have no physical or personal impairments.
- Will be required to work rotating shifts, overtime as needed and may be required to travel.
- Must possess a valid North Dakota driver's license.
- Required to submit to drug testing and criminal background check.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

- The law enforcement telecommunications operator will be working primarily indoors but on occasion may be assigned to a site other than duty station.
- The radio operator must possess mental and emotional stability, normal hearing and have no physical or personal impairments which would preclude them from working rotating shifts and overtime as needed.
- The incumbent may be required to operate a motor vehicle. A current State driver's license is required when operating a vehicle on the job.
- This position may require travel or periods away from the normal duty station and may include remote or isolated sites. Based on operational necessity, TDY away from duty station in support of other OLES units requires travel by air. The employee may be required to work other than normal duty hours, which may include evenings, weekends, and/or holidays and/or overtime. The incumbent is subject to background investigation.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO ARE AT LEAST 1/4 DEGREE AND WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THEIR DEGREE OF INDIAN BLOOD AND AGENCY ENROLLED.

All interested persons must submit the following information:

- * TAT Application
- * Copies of
 - Diplomas/Certificates and Transcripts
 - Drivers License & Social Security Card
 - Indian or Veteran Preference documents (If applicable)

Submit all necessary information to the following addresses:



The Three Affiliated Tribes **Job Description**

The Three Affiliated Tribes/MHA Nation
Human Resource Department
404 Frontage Road
New Town, ND 58763
Ph# 701-627-4781
Fax# 701-627-2960

Job Services of North Dakota
P.O. Box 477
New Town, ND 58763
Ph# 701-627-4390