

Local Job Announcement /Fulltime Position Announcement No. 2023711778-1

POSITION: Emergency

Services Dispatcher

GS-2151-05

US ARMY GARRISON

Yuma Proving Ground

Yuma, AZ

85365

Open Date: 26 Oct 2023

Closing Date: 09 Nov 2023

The United States Army Garrison is posting this advertisement for the subject position above under the Major Range and Test Facilities Base (MRTFB) Direct-Hire Authority. The chosen candidate will serve as a **Emergency Services Dispatcher** supporting Yuma Proving Ground, Yuma, AZ. A selection will be made soon after the closing date. Selection of this permanent position will be made at the GS-05 grade level.

YPG is located near the Arizona-California-Mexico border, adjacent to the Colorado River, approximately 15 miles north of the outskirts of the city of Yuma (pop 87,000), Arizona. Yuma is a 2.5-hour drive from San Diego, CA and Phoenix, AZ along Interstate Highway 8 and a 5-6 hour drive from Las Vegas, NV, in the heart of the great Sonoran desert where the US Army tests medium and long range artillery, aircraft target acquisition equipment and armament, armored and wheeled vehicles, and a variety of munitions, and personnel and supply parachute systems to ensure that America's ground forces have the equipment necessary to win our nation's battles. With a land mass of approximately 1300 square miles, YPG proudly holds the distinction of being one of the largest military installations in the world.

Base housing is available to Army civilian employees.

Please go to <https://www.yumaprovinggroundhousing.com/>

AREA OF CONSIDERATION: All US Citizens

SALARY: \$37,696 - \$49,009 per annum (includes locality pay)

DUTIES:

Serve as a **Emergency Services Dispatcher** assigned under the authority of the Senior Commander at IMCOM supported Yuma Proving Ground (YPG) installations.

As a **Emergency Services Dispatcher** you will:

- Dispatch police, fire and EMS to any situation within the Yuma Proving Grounds boundaries.
- Transmit over the radio in both clear and secure net.

- Communicates with outside agencies during emergencies and day to day operations.
- Responds to Police radio transmissions.
- Controls all Police patrols to include dispatching and supplying information.
- Use area map of Yuma Proving ground to pinpoint locations for the Police.
- Participates in the management of the organization by performing routine clerical duties.
- Utilizes special computer programs within central dispatch in assisting fire department and medical personnel before and when on an emergency scene.
- Verifies accuracy of computations or computer quantities.
- Monitor intrusion detection system (IDS) and fire alarms.

CONDITIONS OF EMPLOYMENT:

- Incumbent Must be able to Maintain a security clearance.
- Position requires certification as Telecommunicator I, Telecommunicator II, Emergency Medical Dispatch, and HazMat Awareness within eighteen months of Employment.
- TOUR OF DUTY: Position is subject to an alternate work schedule, which may require an uncommon tour of duty (including nights, weekends and holiday, 12 hour shifts during the tour of duty.
- This position may require the incumbent to occasionally travel away from the normal duty station up to 5% of the time.
- This THIS IS A MISSION ESSENTIAL POSITION. Position is mission essential and the incumbents are required to report for duty regardless of holidays, weekends, nights or conditions such as weather in which non-essential are not expected to report.

QUALIFICATIONS:

In order to qualify, you must meet the experience requirements described below. You will receive credit for all qualifying experience, including volunteer experience. Your resume must clearly describe your relevant experience.

You must meet the experience or education requirements below:

Specialized Experience: One year of specialized experience which includes experience answering phone calls and clerical duties such as filing documents and providing updates to commanders. This definition of specialized experience is typical of work performed at the next lower grade/level position in the federal service (GS-04).

OR

I have successfully completed four years of education above the high school level obtained in an accredited business, secretarial or technical school, junior college, college or university. (Note: You must attach a copy of your transcripts.)

I have the specialized experience as described above, but less than one year; and I have some education above the high school level but less than required. I have computed the percentage of the requirements that I meet, and the total is at least 100% (To compute the percentage, divide your total months of qualifying experience by 12. Then, divide your semester hours of education beyond two years (total semester hours minus 60) by 60. Add the two percentages. The total percentage must equal at least 100 percent to qualify.). (Note: You must attach a copy of your transcripts.)

HOW YOU WILL BE EVALUATED:

You will be evaluated on the basis of your level of competency in the following areas:

- Customer Service
- Interpersonal Skills
- Emergency Communication
- Operating Systems

Your resume:

- Your resume may be submitted in any format and must support and highlight the specialized experience described in this announcement.
- For qualifications determinations your **resume must contain hours worked per week, the dates of employment of the positions you worked that correspond to the experience stated in your resume, (i.e., HRS per week and month/year to month/year or month/year to present/experience) for each position listed. If your resume does not contain this information per position and experience, your application may be marked as incomplete and you may not receive consideration for this position.**
- If your resume includes a photograph or other inappropriate material or content such as social media links, political or fraternity associations, it will not be used to make qualification determinations and you will not be considered for this vacancy.
- For additional information see: What to see in your resume
<https://www.usajobs.gov/Help/faq/application/documents/resume/what-to-include/>

HOW TO APPLY:

Interested applicants must submit their resume and if you are a veteran supporting documents such as DD214 and VA letter to Albert Wheaton III, email albert.e.wheaton.civ@army.mil by midnight, **09 NOV 2023**. Please include **“Resume for Emergency Services Dispatcher (GS-05) under direct hire authority”** in the title of your email. Without this title your resume will not be considered.