



QUECHAN INDIAN TRIBE

Fort Yuma Indian Reservation

P.O. Box 1899 • Yuma, Arizona 85366-1899

Human Resources Department

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 919-3661

POSITION DESCRIPTION

Position: Dispatcher (2) – Quechan Police Department Salary: \$15.00 per hour

Opening: Monday, June 6, 2022

Closing: Open Until Filled

BASIC FUNCTION:

Under the direct Supervision of the Quechan Police Chief or assigned designee, the Dispatcher will receive and dispatch all calls and messages for Police, Fire, and/or Medical Services, maintains radio contact with mobile units, and researches and verifies information requested by the Quechan Police Department and performs other related duties as deemed necessary.

DUTIES & RESPONSIBILITIES:

- Answers and evaluates incoming calls (by phone or radio) for police or fire/emergency medical services.
- Determines the urgency of the call, sometimes within the first few seconds of the conversation, and decides whether units should be dispatched to the scene.
- Hears and understands radio communication, the effectiveness of which may be worsened by outside noise at the scene where the unit is, background noise at the dispatch location, radio interference from outside sources, and field personnel not speaking clearly or loud enough.
- Monitors radio contact with the Police, Fire, Corrections Personnel or any other Emergency Service Provider.
- Remembers details and procedures and applies them instantly in emergency situations.
- Makes sound decisions and quickly reacts positively under stressful conditions which may entail the life or the well-being of a community member or public safety member who is in danger.
- Enters, updates, and/or deletes the following kinds of information into the Arizona Criminal Justice Information System (ACJIS); missing persons or runaways; stolen, recovered, and/or abandoned vehicles.
- Assists Police Officers in retrieving information from the computer aided dispatch (CAD) system/ACJIS: e.g., a subject's personal information, description, present/last known address, vehicle, and any prior incidents or contacts with Police Officers. Utilizing a computer or written log, documents the time and nature of each call received, which unit(s) responded, the actions taken, and the disposition of the call.
- Responds to inquiries from the public by providing such information as the phone

number and local department information appropriate to their need, general information regarding traffic tickets, incidents, and accident reports and the responsible officer.

- Monitors the alarm system board; when the alarm system is activated, contacts or locates a responsible person or available employee to respond by securing the building and resetting the alarm, or advise of the situation that activated the alarm.
- Operates the National Crime Information Center (NCIC) computer terminal to enter/request law enforcement information.
- Contacts, or assists in contacting on call personnel/other agencies such as housing, SRP, water and electrical services, medical air evacuation provider, and child protective services.
- Notifies a hospital when the medics/ambulance is transporting a patient and ascertains whether the hospital would be able to handle/receive more patients.
- Some clerical work when necessary; monitor's telephone, greets public, distributes mail and performs other related clerical duties.
- Attends training and conferences when assigned.
- Establish and maintain cooperative working relationships with those in contact during the course of fulfilling assigned duties.
- Other Law Enforcement related duties as assigned.

QUALIFICATIONS:

- Must Possess a High School Diploma or G.E.D.
- **MUST POSSESS A VALID STATE DRIVER'S LICENSE AND BE INSURABLE THROUGH** the Quechan Indian Tribe.
- **Must obtain** ACJIS, NCIC, Emergency Medical Dispatch, First Responders and CPR Certification within three (3) months of appointment.
- Knowledge of history, culture, laws, rules, customs and traditions of the Quechan Indian Community and names and locations of homes and businesses in the community.
- Knowledge of the Emergency Services and other resources provided by the Cities adjacent to the Community.
- Knowledge of English Usage, Spelling, Grammar, and Punctuation and General Police Department Operations and of Police, Medical, Fire Codes and related jargon.
- **COMPUTER LITERATE is a must and able to work on various types of software and hardware.**
- Ability to shut out extraneous information from other radio channels and co-workers, while selectively listening to information recognized as crucial and cope with emotionally tense situations and ability to perform tasks simultaneously, and to work under pressure, exercise good judgment and make sound decisions in emergency situations.
- Ability to communicate clearly and concisely, both orally and in writing, ability to type accurately at a speed necessary for successful job performance.
- Skilled in operating communications equipment (multi-line telephones, base radio, computer terminals, teletype equipment) quickly and accurately and to distinguish between emergency and non-emergency calls.
- Skilled in remaining calm and calming others in emergency situations so that necessary

information related to the emergency can be obtained and relayed and skilled in remembering details and making decisions under stressful conditions.

- **Skill in establishing and maintaining effective working relationships with State, Federal and Local Law Enforcement Officers, other staff and the public.**
- Prefer a **DEPENDABLE** and **PUNCTUAL** person that is able to work well under pressure.
- **Must be willing to work excessive hours and travel when necessary.**
- **MUST COMPLETE AND PASS A BACKGROUND INVESTIGATION, *Individual will be responsible for the confidentiality of sensitive information.***

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

Quechan Indian Tribe

Human Resource Department

350 Picacho Road

Winterhaven, CA 92283

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 919-3661

Mailing Address:

P. O. Box 1899

Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must pass** a pre-employment Alcohol/Drug screening and Background Check.