

NORTHERN CHEYENNE TRIBE
NORTHERN CHEYENNE INVESTIGATIVE SERVICES
JOB ADVERTISEMENT

POSITION: Telecommunications Dispatcher (Public Safety)

PAY: \$15.52 - \$25.16 per hour
DOE

DEPARTMENT: Northern Cheyenne Investigative Services (NCIS)

ACCOUNTABLE TO: Director, NCIS

OPENING DATE: November 16, 2023

CLOSING DATE: Open Until Filled

HOW TO APPLY: Submit a complete application, a resume, three (3) letters of recommendation dated within 1 year (one must be from a present/past employer), Tribal Enrollment Certification or copy of Tribal Identification card, a copy of DD214 (if claiming Veteran's preference), copies of credentials or certified copy of transcripts. Hand-carry or mail all documents to: Northern Cheyenne Tribe, Attn: Human Resources Office, PO Box 128, Little Wolf Capital Building, Lame Deer, MT 59043 **ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED**

SUMMARY OF WORK: The incumbent serves as a Dispatcher and is responsible to operate within a number of public safety computer networks including, but not limited to, NCJIS/ACJIS/NCIC/NLET/SCLETS, a complex Computer Aided Dispatch (CAD) and computer operated, multi-channel radio system. Incumbent serves as a certified full access NCIC/NLETS and related state systems operator, performing database entry and query functions operating within strict state and federal laws. Maintains system security and complies with all operating procedures that regulate these advanced systems, utilizing the appropriate Originating Agency Identifier. The incumbent provides services in a manner that promotes a positive image on the Northern Cheyenne Investigative Services and the Northern Cheyenne Tribe.

DUTIES AND RESPONSIBILITIES:

1. Operates a multi-frequency, multi-agency radio console with several paging systems, cross-frequency patching, and phone patching.
2. Coordinates, monitors, and assists with operations via telephone and radio between a variety of agencies and personnel. Records and maintains all radio transmissions and significant telephone situations.
3. Determines priority of response and initiates appropriate response of law enforcement and provides public safety and emergency dispatch services for BIA-OJS jurisdictions, including other Federal, state, and local agencies 24 hours a day.
4. Operates a number of public safety computer networks and NCIC/NLETS (Federal Bureau of Investigation).
5. Serves as a certified full access operator of NCJIS/ACJIS/CLETS/NCIS/NLETS systems and may act as an Assistant Terminal Area Coordinator (ATAC) for such systems ensuring their appropriate training, use and security.

6. Maintains system security and complies with all operating procedures that regulate these advanced systems, utilizing the appropriate Originating Agency Identifier (ORI).
7. Gathers all pertinent information from the caller, determines type of vehicle to be dispatched and dispatches both emergency and non-emergency calls.
8. Performs general clerical duties, such as filing, typing, copying, scanning, maintaining updated weather information, shredding of designated paperwork, or providing copies of case incident reports to authorized individuals or entities.

SUPERVISION RECEIVED: General Supervision is provided by the Lead Telecommunications Dispatcher; overall supervision is provided by the Director, NCIS.

PERSONAL CONTACTS: Contacts are with Federal and State law enforcement personnel, Department of Transportation, Montana Highway Patrol, Northern Cheyenne Tribal departments/agencies, the Northern Cheyenne Tribal Council, and the general public.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work is performed in a standard office environment and requires intermittent sitting, standing, walking, bending, stooping, reaching, pulling, or carrying light objects (less than 15 pounds) such as files. There is occasional lifting and carrying of such items as record boxes, paper boxes, and bulk files (under 45 pounds). The work may extend beyond the normal eight (8) hour daily schedule.

MINIMUM QUALIFICATIONS:

1. Must have at least one (1) year of specialized experience performing a range of duties specializing in dispatch/telecommunication operations, processing vital information, reports, statistical data and ensuring that all requests for action or information are acted upon and due dates are met; or,

Education: 2 full academic years (60 semester hours or 90 quarter hours) of education beyond high school level at an accredited college or university; or,

A combination of experience and education that totals 100% of requirement.

2. Must have excellent oral and written communication skills.
3. Must have a current valid driver's license and must be insurable

NECESSARY SPECIAL REQUIREMENTS:

- Required to pass background security investigation.
- Required to pass a pre-employment drug test.