



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Public Safety Dispatch
Department: Tribal Police Department
Supervised by: Tribal Police Chief
Alternate Supervisor: Designee or Tribal Administrator
Pay Range: T-7 \$18.54 - \$25.96
FLSA Status: Non-Exempt, Full Time
Supervisor Responsibilities: None

Position Summary: Public Safety Dispatch provides administrative support to the Tribal Police Chief and the Bishop Paiute Police Department. Have the ability to learn codes, techniques, and procedures in dispatching emergency units, operating radio, telephone, Telecommunication Device for the Deaf (TDD) equipment, multi-channel recorders, playback machines, alarm systems, Computer Aided Dispatch (CAD) systems and teleprocessing equipment; communicate effectively orally and in writing; hear telephone calls and radio transmissions despite background noise; analyze emergency situations quickly and adopt effective course of action; accomplish multi task s simultaneously in a controlled and competent manner while working in a challenging environment. Complete assigned tasks with accuracy and speed; follow oral and written directions quickly and accurately; communicate clearly, calmly and tactfully with people from diverse backgrounds who may be emotionally upset; establish and maintain effective working relationships with supervisors, co-workers, law enforcement, fire, medical, other personnel and the public.

Responsibilities:

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Operate a variety of communication equipment including radio systems, enhanced 911, various telephone systems, recording equipment and computer systems in accordance with Federal Communication Commission regulations, department policy and standard operating procedures.
- Receive emergency calls and obtain essential information in order to determine priority, locale, and the appropriate emergency units to be dispatched.
- Determine jurisdiction and notify or transfer calls to other agencies when appropriate; dispatch emergency equipment and personnel units to various locations in response to calls for service to ensure necessary coverage.
- Transmit information and orders to and receive messages from officer's, allied agency and other emergency units; type all radio transmissions received and sent.
- Make inquiries to federal national computer systems to obtain information required by officer's in the field.
- Read and interpret maps to locate emergency incidents and determine jurisdiction; may respond to an emergency in the field with communications equipment and set up and operate such equipment.
- Perform the duties of the Public Safety Dispatch when required by the Tribal Police Chief.
- Prepare and distribute public service announcements (PSA) for the tribal and non-tribal communities upon approval of the Tribal Police Chief.

- Perform a variety of secretarial, clerical and public relations duties for the Bishop Paiute Police Department. Which will include but not be limited to: answering telephone calls; schedule appointments and meetings; take messages and refer callers to appropriate person or department. Collect and tabulate data to assist the Tribal Police Chief with special projects.
- Maintain logs and tracking systems for incoming and outgoing correspondence, project schedules, staff assignments, and other specialized materials related to the assigned function, and follow-up with staff as necessary. Develop and maintain extensive filing and recording keeping systems.
- Receive, sort, open and distribute mail for assigned function. Type and distribute letters, contracts, reports and memoranda, including materials of a confidential nature; compose letters requesting or providing information concerning routine matters independently or from oral or written instructions; take notes quickly and accurately.
- Process purchase requisitions and orders as needed; maintain adequate inventories of office supplies; order office supplies and equipment according to established guidelines.
- Accountable for the management and scheduling of all Law Enforcement Committee Meetings and duties related (i.e., scheduling, notices, agenda, meeting minutes, etc.)
- Prepare and schedule travel arrangements for police department staff; assure proper accounts are charged and complete required documentation for reimbursements.
- Other duties as assigned.

Minimum Qualifications:

- High school diploma or equivalent. 2 years of experience as a professional secretary, administrative assistant or high-level clerk.
- 1-year experience involving a substantial amount of public contact, preferably in a public safety agency.
- Must be able to use a computer and type a minimum of 40 words per minute.
- Must have the ability to pass DOJ/FBI background clearance.

Other Requirements:

- Knowledge of the functions, operations, rules and regulations of the Police Department.
- Have successfully attended “Dispatch Academy” or be willing to complete within the first 90 days of hire.
- Must be available to work alternative schedules based on the needs of the department; weekends, nights, holidays, irregular hours and during special events.
- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- The individual must comply with the Driving Policy, Drug-Free Workplace, and the Pre-Employment Selection policy, including criminal background check.
- Preference will be given to Indian applicants. Knowledge of Indian community and sensitivity to Indian needs required.
- Fully competent at the intermediate level with Microsoft Office applications, such as Word, Excel, PowerPoint, and Outlook; Internet experience, Data base entry experience.
- Must maintain confidentiality, meet deadlines, exhibit maturity and professionalism at all times. Must be well organized and a self-starter.
- Must be able to work independently, keep supervisor informed of all finance related issues, use discretion, and operate with a high level of competence.
- Must comply with the Bishop Paiute Tribe’s COVID-19 Vaccination Policy.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____

Supervisor/Manager _____ *Date:* _____

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.