



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

PH (928) 669-1320 • FAX (928) 669-5263

VACANCY ANNOUNCEMENT

MAY 6, 2013

#65-13

DEPARTMENT: LAW & ORDER
POSITION: DISPATCHER
SALARY: \$16.52 PER HOUR
CLOSING DATE: **OPEN UNTIL FILLED**

DUTIES:

- Receives, screens, prioritize and transmits routine and emergency telephone and radio messages, dispatches required personnel (police, fire, EMT, F&G, etc.) utilizing established codes; maintains radio contact with public safety personnel and keeps supervisors and officers informed of current situations; maintains a hand written log; utilizes a computer system by entering and retrieving data related to police calls and contacts; utilizes a national crime computer system by entering and relaying data related to police calls and contacts.
- The selected candidate will be scheduled to participate in on-the-job training that will measure job aptitude and mental and physical ability to effectively use sound judgment in high-pressure emergency situations.
- Based on the nature of law enforcement related information the incumbent must be willing to deal with difficult and sensitive information involving the general public and not be easily offended by obscene or unpleasant language during difficult public contact encounters over the phone or in person.
- Performs receptionist duties; responds to questions from walk-in and telephone traffic.
- Performs various clerical duties including completing the maintenance calls from the public regarding water, sewer, natural gas, streets or other service problems and immediately relay to individual(s) designated to handle the problem.



- 12-hour shift work required and/or being called into work to cover a shift without prior notice. Also required to work some weekends and holidays.

QUALIFICATIONS:

- Knowledge of telephone and related equipment.
- Ability to interact and communicate with people over a telephone, often in stressful situations.
- Skill in the use of computer for technical and communication applications. Ability to answer telephone and take messages.
- Knowledge of fire and burglar alarm system reporting.
- Word processing and/or data entry skills.
- Knowledge of radio dispatch regulation, procedures, protocols, and/or equipment.
- Clerical, word processing, and/or office skills, receptionist skills, records maintenance skills, ability to multi-task.
- High School Diploma or GED required.
- Must be able to attend job related training out of town as scheduled.
- Must possess a telephone and reliable transportation.
- Must possess a Valid Driver's License and must be at least 21 years of age.

PHYSICAL REQUIREMENT:

- Speaking clearly and concisely, reaching for telephones and radio access, sitting, typing, and listening to radios and telephone.
- Primary duties are performed while sitting for prolonged and extend periods of time with occasional or intermittent standing during a 12-hour shift; must be able to safely reach, twist, bend and to access supplies, records and reports; safely lift files (approximately 25 pounds) and remove from counter tops or file drawers; the operation of a personal computer requires finger dexterity and the ability to withstand exposure to vibration, pitch, and glare from the computer screen.
- Work is performed in an indoor office environment with a controlled climate.
- You must submit a completed typing certificate verifying a corrected typing certificate verifying a corrected typing speed of net 30 wpm taken within the last six months to the CRIT Human Resources Department along with employment application. Based on the information on the application, those deemed most qualified will be invited to participate in a selection testing which will include a written test and an oral interview. Selection testing will be scheduled on an as needed basis as qualified applicants apply.

- As positions become available, and offer of employment is contingent upon a candidate's completion of a thorough background with acceptable results (personal history statement, fingerprinting, drug screening & polygraph) prior to placement in the position, a prospective employee shall complete a medical examination to assess ability to perform the essential duties and responsibilities of the position.

**APPLY:
COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE
DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers:

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.