



# Confederated Tribes of the Colville Reservation

Human Resources Office P.O.Box 150 Nespelem, WA 99155  
(800) 506-9434 (509) 634-2843 Fax (509) 634-2864 [www.colvilletribes.com](http://www.colvilletribes.com)

**POSITION:** Dispatcher  
**SALARY:** \$21,008.00-\$29,598.00 DOE Annually, less 5% during probation  
**REPORTS TO:** Dispatch Supervisor  
**LOCATION:** Tribal Police Department, Nespelem, Washington

**BASIC FUNCTIONS:** The incumbent of this position, will provide skilled emergency service work that involves receiving emergency 911 and non-emergency requests for police assistance, determining nature/urgency of calls, initiating police or other emergency personnel action and maintaining close contact with field units to monitor response and needed support requirements. The incumbent will transmit, receive and relay information concerning public safety and law enforcement activities to, from, and between the Tribal Police, Natural Resource Officers, Emergency Services, and Okanogan/Ferry Counties patrol officers and the public by means of radio, multi-line telephone systems, computer terminals, private line intercom systems and other telecommunications devices. All information received is typed correctly and efficiently into the law enforcement records system. Individuals with more than entry level experience will be given consideration of pay equal to pay scale.

## **MINIMUM QUALIFICATIONS (Education and Training):**

- High School Diploma or GED.
- Demonstrated experience with basic computer skills, including typing skills.
- Must be 21 years of age.
- Must maintain a valid State Driver's License and be eligible for the Tribes' vehicle insurance throughout employment.
- Must successfully clear an extensive criminal history background inquiry and maintain throughout employment.
- Must successfully pass a polygraph and psychological exam.
- Must be able to maintain appropriate security and confidentiality of information created or encountered in the performance of assigned duties.
- Must be willing to complete and pass the Communications Specialist I and II courses within six (6) months of employment.

## **(Knowledge, Skills, and Abilities):**

- Prior communication (dispatch) experience, preferred.
- Knowledge of general office equipment, i.e., telephone, copier, facsimile, typewriter, and computer as required by the position.
- Ability to communicate effectively with the public served.
- Ability to understand and execute complex verbal and written instructions to a wide variety of work situations.
- Ability to use independent judgment within procedural boundaries in responding to emotional, disturbed and sometimes abusive people in a variety of situations.
- Ability to obtain and maintain CPR, First Aid/HIV certification within 90 days of employment.
- Must be willing to attend emergency dispatching seminar after employment.

**TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.**

**CLOSING DATE: OPEN UNTIL FILLED**, however for first review, applications and supporting documents **MUST** be received in the Human Resource Office by, **4:00 p.m., Friday, March 19, 2010**, or be postmarked by that date.

**NOTE: Pursuant to Tribal Policy, this position is subject to pre-employment, random, post accident and Reasonable suspicion drug testing.**

**INFORMATION:** Confederated Tribes of the Colville Reservation  
Human Resources Office  
P. O. Box 150  
Nespelem, WA 99155  
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**M-6007**