



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

JOB ANNOUNCEMENT

POSITION TITLE:	<u>Dispatcher P/T</u>	OPENING DATE:	<u>March 20, 2024</u>
CLASSIFICATION:	<u>Part-Time</u>	FILING DEADLINE:	<u>Until Filled</u>
STATUS:	<u>Non-Exempt</u>	DEPARTMENT:	<u>Tribal Ranger</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Dispatch Corporal</u>

HIRING PREFERENCE POSITION CATEGORY:	B
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SUMMARY:

Dispatch communications services and appropriate emergency notification assistance for the Pechanga Indian Reservation and its residents, Government Facilities/staff, and the Band's business interests.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receive and process emergency and non-emergency calls from the community requesting Rangers, Fire, medical or other emergency services.
- Evaluate and prioritize the nature and location of the emergency or call for service; determine priorities, and using a computer-aided dispatch system, dispatch emergency personnel as necessary in accordance with established policies and procedures.
- Maintain contact with all responding emergency personnel, maintain their status and location during the course of the incident. In addition to monitoring several surveillance cameras and emergency alarms, as well as answering/responding to incoming calls using various electronic devices, and simultaneously handling non-emergency calls and/or inquires.
- Enter, update and retrieve information from a variety of computer data systems and various other informational resources.
- Monitor multi-channel radio communications system and maintain constant monitoring of the departments' surveillance network.
- Conduct various administrative duties as assigned and perform a wide variety of specialized clerical duties.
- Must adhere to all policies and procedures of the Pechanga Tribal Government

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High School Graduate or GED Equivalent.
- Must be in good physical and mental health.
- **Must** be at least 18 years of age.
- **Must** have no record of felony arrests or convictions.
- **Must** be able to prove eligibility to work in the United States.
- **Must** have strong written and oral communication skills.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. At-Will Employment: Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.

- **Must** have experience working on computers and type a minimum of 35 wpm.
- Must be flexible to work rotating shifts, including nights, holidays, weekends and willing to come into work when called upon during scheduled days off.
- Must be available to attend all mandatory training and successfully complete the “Basic Dispatcher Academy” course within one year of employment.
- Must wear a uniform, use assigned dispatch equipment and conform to department grooming standards.
- Must comply with the Pechanga Tribal Government’s Drug-Free Workplace Policy. This includes: pre-employment drug testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation which involves, criminal, vehicle and credit checks.

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:
PECHANGA GOVERNMENT CENTER
12705 PECHANGA ROAD TEMECULA, CA 92592
WWW.PECHANGA-NSN.GOV

Send application and resume to:
Email: HR@PECHANGA-NSN.GOV
Fax: 951-587-2209

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