



CHOCTAW LAW ENFORCEMENT

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MISSISSIPPI BAND OF CHOCTAW INDIANS
125 RIVER RIDGE CIRCLE • P.O. BOX 6010
CHOCTAW, MS 39350

JOB DESCRIPTION #134363

POSITION TITLE: CHOCTAW 911 DISPATCHER
SALARY: GRADE 6
OPENING DATE: NOVEMBER 05, 2021 **NOV 05 2021**
CLOSING DATE: NOVEMBER 19, 2021 OR UNTIL FILLED
SUPERVISOR: COMMUNICATION SUPERVISOR

SCOPE OF SERVICE AND EFFECT:

The Dispatcher is very integral part of emergency services. This person is responsible for answering calls for help, dissemination pertinent information, and replay that information to Law Enforcement & Emergency Responders in a timely accurate manner. Once on an emergency scene, the responders may need additional equipment, information, or manpower. The dispatcher will also keep an accurate record of events. These records include radio logs, phone logs, and emergency run data.

DUTIES AND RESPONSIBILITIES:

- Answering emergency and non-emergency phone calls in a professional manner.
- Monitor all radio traffic for assistance calls, both from outside agencies and Choctaw Agencies.
- Notify appropriate agencies of emergency and non-emergency situations that are phoned or radioed in to the dispatch center.
- Monitor alarms systems and notify the appropriate agencies of emergency and non-emergency situations if they are activated.
- Monitor radio traffic while Law Enforcement & Emergency responders are on scene.
- Take appropriate action in answer to radio traffic from emergency responders.
- Keep accurate records on emergency operations, phone calls, and radio traffic.
- Serving as computer operator for the data speed work station and inputting information concerning the incidents and crimes committed into the CAD system.
- Following the rules and regulations set forth by the Federal Communications and Commissions relative to the operations of the radio communication system.
- Other duties as assigned by the Director

WORK ENVIRONMENT:

This person works at the Choctaw 911 Center in the Pearl River Community on a rotating 24 hours, seven day schedule. Even on holidays.

QUALIFICATIONS:

1. Applicant must be at least 19 years of age.
2. Applicant must be in good physical/mental health.
3. Applicant must have a valid Driver's License.
4. Applicant must have high school diploma or GED.
5. Applicant must successfully withstand a personal background investigation to determine that he/she is honest, loyal, and above reproach.
6. Applicant must not have been convicted of any felony at any time or of a misdemeanor within the past three years.
7. Preferential treatment will be extended to qualified Indian applicants and for prior training in related fields.
8. Applicant should be fluent in the Choctaw and English Languages.
9. Applicant must have the ability to write reports in English in a clear, concise and logical matter.
10. Applicant must be willing to attend job related courses.
11. Applicant must have ability to meet and deal with wide variety of people in a stressful situations.
12. Applicant will be subjected to upon appointment and on a random selection basis, pass an alcohol/drug test conducted by certified laboratory.
13. Applicant must pass a Standard NCIC certification within 6 months of hire as mandated by MJIC and F.B.I.
14. Applicant must possess reliable transportation.
15. Applicant must have and maintain telephone and/or cellular phone.
16. Applicant maybe required to take a placement test (TABE), and pass prior to selection to employment.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350