



CHOCTAW FIRE DEPARTMENT
PHONE (601) 656-0620 / FAX (601) 656-0686
MISSISSIPPI BAND OF CHOCTAW INDIANS
13741 HIGHWAY 16 WEST
CHOCTAW, MS 39350

JOB DESCRIPTION #11-27-65

POSITION TITLE: CHOCTAW 911 DISPATCHER

SALARY: Grade-6

OPENING DATE: JULY 27, 2016 JUL 27 2016

CLOSING DATE: AUGUST 10, 2016 OR UNTIL FILLED

SUPERVISOR: 911 DISPATCH SUPERVISORS

SCOPE OF SERVICE AND EFFECT:

The dispatcher is a very integral part of emergency services. This person is responsible for answering calls for help, dissemination pertinent information, and relay 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 dispatchers will also keep an accurate record of events. These records include radio logs, phone logs and emergency run data.

DUTIES AND RESPONSIBILITIES:

Answer 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 communications system.

Other duties as assigned by the Director.

WORK ENVIRONMENT:

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

QUALIFICATIONS:

1. Applicant must be at least 21 years of age.
2. Applicant must be in good physical/mental health.
3. Applicant must have a valid Driver 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 a felony at any time or of a misdemeanor with the pass 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 manner.
10. Applicant must be willing to attend job related courses.
11. Applicant must have ability to meet and deal with a wide variety of people in 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 in residence.

14. 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:

Notwithstanding this Native American preference, MBCI will employ non-MBCI members only when no qualified member of MBCI can be recruited, trained, or 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 waiver Indian Preference Laws can only be exercised by the Committee on Human Resources, Training and Development, and 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 non-MBCI member can be made by the Committee only for as long as the non-MBCI member remains in the position for which the waiver was granted. That waiver does not apply to other opening for which the non-MBCI member or other Native American may have interest in 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 that any specific applicant other than the one for which waiver is sought, be employed.

IF INTERESTED, SEND APPLICATION TO:

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