

PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applications for the following position:

OPENING DATE: May 26, 2023

CLOSING DATE: Until Filled

DISPATCHER

JOB STATUS:

Dispatcher
Career Field: Police/Dispatch
Pay Range: \$15.60 - \$22.88 per hr.
Term: Part-time, Non-standard work week
Classification: Police
Category: A

LOCATION:

Penobscot Nation
Public Safety
25 Wabanaki Way
Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED: At least 18 years of age. High School Diploma or GED. Must possess computer skills and keyboard experience. Must have good oral and written communication skills. Must be available for various shifts. No felony convictions, no misdemeanor convictions for offenses that relate to the METRO system or that resulted in a sentence of incarceration, or convicted of a misdemeanor offense with the underlying conduct of which is directly related to reliability and trustworthiness. Indian Preference will be adhered to in accordance with Penobscot Nation's Personnel Policies and Procedures Manual

HOW TO APPLY:

- Applications available at the Human Resources Office or in the Secretary's Office At the Nick Sapiel Bulding, Indian Island, Maine. Applications are also available at www.penobscotnation.org
- Submit completed applications and resume along with certifications to the Penobscot Nation Human Resources Department – 12 Wabanaki Way, Indian Island, ME 04468
- For further information, *call 817-7312 or email at Human.Resources@penobscotnation.org*

JOB DESCRIPTION

Position Title: Reserve Dispatcher

Department: Police Department

Reports To: Shift Supervisor/Public Safety Director

Rate of Pay/Category: \$15.60 - \$22.88 / Police A

Status/Term: Part-time, Non-standard work week

ESSENTIAL DUTIES/RESPONSIBILITIES:

1. Sign on Radio Log, log on computer at commencement of tour, signs off, logs off at completion of tour.
2. Relieves promptly five (5) minutes before tour commences, allowing time for exchange of departmental information.
3. Primary function will be dispatching, receiving of complaints and data entry into computer terminal. These complaints will be promptly given to the officer on duty.
4. Complaint forms will be cross-indexed into the complaint file and data entered into the computer system.
5. Area occupied by the Radio Dispatcher will be kept clean and orderly. Uniforms will be worn accordance with department policy while on duty when applicable.
6. Ensure unauthorized visitors do not enter the Central Station controlled by Public Safety for the following reasons:
 - a. Reports, warrants for arrest, summons activity are of a confidential nature.
 - b. Verbal comments between officers exchanging information are of a confidential nature.
 - c. Overhearing complaints by tribal members while in vicinity of the Radio Dispatcher.
 - d. Complaints received by Radio Dispatcher on duty will be handled in a professional and courteous manner. Only those questions relevant to the incident will be asked. Unnecessary conversation will be avoided.
 - e. Tribal members leaving notices for special attention to their homes while on vacation should not be viewed by visitors.
 - f. Data on computer screens are of a confidential nature.
7. Examine and sign forms and reports as required.
8. An officer may direct the dispatcher to assist them while processing an arrest at the Central Station
9. To meet all certification requirements for Maine Criminal Justice Academy dispatchers.
10. And all other assigned duties.

KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS: (education required/preferred, skills required/preferred, years of experience required/preferred)

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LICENSES/CERTIFICATES/REGISTRATIONS: (driver's license, professional licensing/certification)

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (physical requirements of position, job environment/conditions)

Must be able to exert moderate physical effort with occasionally walking, standing, reaching, stooping, bending, kneeling, crouching, frequent typing and lift and carry material weighing up to 25 pounds.

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request