



White Earth Reservation Tribal Council

P.O. Box 418
White Earth, Minnesota 56591
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CHAIRMAN
Terrance "Terry" Tibbetts

SECRETARY-TREASURER
Tara Mason

DISTRICT I
Steven "Punky" Clark

DISTRICT II
Kathy Goodwin

DISTRICT III
Eugene "Umsy" Tibbetts

White Earth Reservation Tribal Council Job Announcement

Position: Dispatcher
Location: White Earth RTC
Pay: \$17.31/hr.

Benefits: Full

Open: 06-12-17
Close: 06-23-17
Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for receiving and answering emergency calls and routine law enforcement calls from the general public, gather incident information, dispatch appropriate emergency safety personnel such as police, fire department, rescue and ambulance. Prioritize calls based on urgency and maintain phone contact with callers during critical and/or dangerous incidents.

- Listens to and responds to all calls received to ensure police patrol units are in the vicinity of the complaint to investigate.
- Receive incoming telephone or alarm system calls regarding emergency and non-emergency police and fire service, emergency ambulance service, information and after hours calls for departments within a city.
- Questions callers to determine their locations, and the nature of their problems in order to determine type of response needed.
- Maintains Law Enforcement Data to ensure compliance with Public Safety Department policies and procedures.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the White Earth Police Department.
- Skill in using personal computers and related software such as Microsoft Office (Word, Excel, Outlook), and internet.
- Ability to communicate effectively, both orally and in writing with co-workers, staff and administration.
- Knowledge of transmission, broadcasting, switching, control and operation of telecommunications systems.
- Knowledge of relevant equipment, policies, procedures and strategies to promote effective local, state, or national security operations for the protection of people, data, property and institutions.
- Knowledge of the geographical layout, political and community service jurisdictions and highway, township and county road system within the White Earth Reservation.
- Proficient skills in the use of computers and software.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.

Qualifications:

- **Associates Degree and two (2) years' experience in related field OR combination of post-high school training/education and experience in related field.**
- **First Aid and CPR certification preferred or willing to obtain within six (6) months.**
- **Willing to obtain certification as an operator for State and National Computer Terminals within three (3) months of hire date.**
- **Valid Driver's License and insurance for travel between sites and other related businesses.**
- **Must be able to pass a criminal background check and drug screening.**

Mail Applications to:

White Earth Tribal Council
Attention: Personnel
P.O. Box 418
White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference.

A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment.