

# Iowa Tribe of Oklahoma

## Vacancy Announcement

Position: Dispatcher

Position Number: 5556 & 5557

Department: Police Department

Location: Perkins, OK

Issuing Date: July 6, 2011

Closing Date: Until Filled



**Mailing Address:**

RT 1 Box 721  
Perkins, OK 74059

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### Equal Employment Opportunity Statement

The Iowa Tribe of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

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### SUMMARY

Under the direct supervision of the Dispatcher Supervisor reporting to Chief of Police. Incumbent receives emergency and non-emergency calls and then coordinates Police, Fire and Ambulance to the proper locations.

### BENEFITS

Paid medical, vision, and dental insurance for the employee. Insurance for the family may be purchase by the employee at a discounted rate. 401K retirement, paid vacation and sick leave

**REQUIREMENTS** include the following but not limited to:

- Excellent communication skills
- Knowledge of dispatch methods
- Knowledge of practices and procedures used by police, fire, and medical
- Knowledge of efficient office practices and procedures
- Knowledge of computers a must
- Accurate typing of 35wpm
- Must be able to multi-task and prioritize
- Must be able to operate a variety of communications and telecommunications equipment
- Must be able to work any shift, weekends, holidays, and subject to call out.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be at least 21 years of age and have neither felony convictions nor crimes of moral turpitude, must have never been convicted of domestic violence. The Iowa Tribe of Oklahoma operates a drug-free workplace. The selected applicant must submit to and pass applicable drug test.

### EDUCATION and/or EXPERIENCE

High School graduate or GED. Office experience helpful.

### CERTIFICATES, LICENSES, REGISTRATIONS

Required to attend Oklahoma Law Enforcement Telecommunications for Certification Training  
Must have a valid Oklahoma Drivers License and be insurable

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

