

Iowa Tribe of Oklahoma

Vacancy Announcement

Position: Dispatcher/Jailer

Department: Police Department

Location: Perkins, OK



Mailing Address:
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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.

SUMMARY

Under the direct supervision of the Dispatcher/Jailer Supervisor reporting to Chief of Police. Incumbent receives calls from land line and 911 then coordinates Police, Fire and Ambulance to the proper locations. Jailer duties include booking prisoners and assuming responsibility for all needs of prisoners during detention.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Must exercise confidentiality at all times.
- Maintain radio communication with officers to obtain safety status
- Prioritize dispatching calls
- Dispatch Police Fire, Ambulance
- Answer 911 call and obtain full & accurate information for medical, crime & fire.
- Paraphrase, concisely, the information to be dispatched
- Provide officers with complete suspect descriptions and victim descriptions.
- Provide complete location information on emergencies (fire/Hazmat/crime)
- Update field personnel of incidents
- Provide officers with DMV, ACIC and NCIC information
- Retrieve information for warrants, vehicle registration and stolen vehicles and property
- Broadcast bulletins and assist outside agencies
- Monitor emergency phones, alarms, security cameras, radios
- Prioritize handling of incoming calls
- Must be able to handle multiple tasks
- Book-in prisoners, prepare and administer medications, prepare and serve meals
- Follow mandatory jail rules, security and control
- Maintain jail records: fingerprint, photo, securing property, book out prisoners, phone calls.
- Have the ability to remain calm at all times.

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

Have no felony record or domestic violence record.

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 and computer skills

CERTIFICATES, LICENSES, REGISTRATIONS

Required to attend Oklahoma Law Enforcement Telecommunications for Certification to have access to the Law Enforcement computer and recertify every two years.

Attend jail training every year.

Attend Indian Police Academy for Radio Communication and Detention Officer Training

Have TB test each year and take complete series of three Hepatitis vaccines

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.