Little Traverse Bay Bands of Odawa Indians
Job Posting

**Job Title:** Police Dispatcher
**Department:** Law Enforcement
**Reports to:** Lead Dispatcher
**Salary Range:** $13.80 to $19.32 per hour / (28,699 to $40,179) Annually
**Status:** Non-Exempt
**Level:** A12
**Open:** August 5, 2020
**Closes:** August 26, 2020

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**SUMMARY:** Receive complaints from public concerning police emergencies and broadcast orders to units to investigate.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Relay instructions or questions from remote units.
- Provide administrative support by using Computer Aided Dispatch System to enter calls for service, operating Law Enforcement Information Network to provide criminal justice information to officers and maintain a comprehensive filing system.
- Record calls broadcast and complaints received.
- Responsible for incoming and outgoing mail.
- Question callers to determine location and seriousness of emergency and response needed. Provide information on resources to assist tribal members in time of need.
- Prioritize calls for service by urgency.
- Must be proficient or become proficient in computer software use including MiCJIN, CAD, RMS, LEIN, and TALON.
- Must be able to enter/cancel warrants and PPOs in LEIN.
- Must be able to quickly and accurately read LEIN query results.
- Contact police officers to verify assignment locations, monitor dispatched units and, when necessary, helps officers as an escort whenever an individual is taken into custody and must be transported to and from incarceration or for needed medical attention.
- Monitor NRD officers and provide criminal justice information to them as needed.
- Monitor female drug tests as necessary if dispatcher is female.
- Monitor Prem-sys dashboard and door lock system and pharmacy alarm system.
- Monitor surveillance cameras in and around the Tribal Justice Building.
- Send out Tribal Government closure information to Tribal employees on the Blaze Cast system.
- Required to work alternate weekends, holidays, and severe weather days, maybe required to work flexible shifts.
• Maintain strict confidentiality on all police matters.
• Other duties as assigned.

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.

EDUCATION AND EXPERIENCE:
Minimum High School diploma or equivalent and two (2) years’ experience working in law enforcement, dispatching or a call center. Associates degree in criminal justice or business administration is preferred. Experience working for a tribal police department is desired. High level of computer competency is required.

KNOWLEDGE, SKILLS AND ABILITIES:
Good public relations and excellent interpersonal skills required. Must obtain LEIN Certification by Michigan State Police Field Services Division. Must attend BIA Dispatcher 80 hour course in Artesia, New Mexico. Must be or become proficient in Computer Aided Dispatch and Law Enforcement Information Network use.

CERTIFICATES, LICENSES, AND REGISTRATIONS:
Michigan State Police Field Services Division LEIN Certification.

COMMENTS:
Indian preference will apply. Individual must be able to pass a thorough criminal and financial background investigation.