



PECHANGA INDIAN RESERVATION

Temecula Band of Luiseño Mission Indians

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

JOB ANNOUNCEMENT

POSITION TITLE:	<u>Dispatch Corporal</u>	OPENING DATE:	<u>October 13, 2021</u>
CLASSIFICATION:	<u>Full-Time</u>	FILING DEADLINE:	<u>Until Filled</u>
STATUS:	<u>Non-Exempt</u>	DEPARTMENT:	<u>Tribal Ranger</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Sergeant</u>

HIRING PREFERENCE POSITION CATEGORY:	B
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SUMMARY:

This position performs a variety of skilled and semi-skilled functions in support of the Ranger Dispatch Center; maintaining the primary mission of receiving and dispatching emergency and non-emergency calls to patrol Rangers in the field, providing supervisory support and direction to subordinate staff and participating as a dispatcher in Ranger Dispatch when needed. The Dispatch Corporal is expected to assist in supervising, training, and managing of subordinate dispatchers assigned to the Pechanga Tribal Ranger Dispatch Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform assigned lead/supervisory duties, including creating work schedules when assigned by Ranger Administration.
- Train and evaluate the work of new and existing dispatch personnel, and ensure work is performed according to departmental standards and guidelines.
- Enforce departmental Policy & Procedures.
- Receive and direct telephone, radio and data communications, collect pertinent information in order to dispatch responding Ranger patrol units using the radio and other computer aided dispatch systems; evaluate and determine the priority of the call, nature and location of the call, as well as the status of all on duty patrol units assigned to respond and those units that are on other assignments.
- Operate a variety of equipment associated with the job, including automated dispatch equipment, surveillance, computer, radio and recording equipment; monitors and evaluates equipment for correct functioning.
- Attend staff meetings and work with supervisory and management staff to resolve issues related to dispatch.
- Perform special projects as assigned to include researching training opportunities and the development of dispatch related policies and procedures to be presented to Ranger Administration for review and approval.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Minimum one year of experience working as a dispatcher **required**.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Luiseno Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. At-Will Employment: Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.

- **Must** have knowledge and experience in the operations, services, and activities of public safety telecommunications equipment including computer aided dispatch systems, multi-channel radio systems, and applicable computerized programs and equipment.
- Basic Public Safety Dispatcher POST Certification required Training in emergency dispatch procedures or operations preferred.
- Experience and understanding of applicable rules, regulations, and laws governing dispatcher conduct and duties.
- Experience employing modern office methods and procedures utilizing effective methods of lead and project supervision, record keeping, and business mathematics.
- Previous supervisory experience in a military, security or law enforcement environment is preferred
- Must have excellent phone etiquette and communication skills.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

BENEFITS:

The Pechanga Band offers a comprehensive and competitive benefit package for all full-time employees. Benefits include the following:

- **Paid Time Off** – Vacation, Sick and Holiday pay
- **Retirement** - 401(k) retirement plan with a generous employer match
- **Health & Wellness Coverage** - Medical, dental and vision coverage
- **Life and Long Term Disability** - \$25,000 employer paid life and Long Term Disability
- **Flexible Spending Accounts** – Healthcare and Dependent care reimbursement accounts
- **Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance**
- **Supplemental Coverage** – Disability, Accident, Cancer, Life, and Hospital Confinement
- **Legal Shield and Identity Shield**
- **Pet Insurance**
- **Education Reimbursement Opportunities** – For pre-approved specific, job related education
- **Employee Assistance Program (EAP)** – Face-to-face counseling, Legal assistance, Financial assistance, ID recovery, Tobacco cessation, Dependent care and Daily living resources, and Crisis consultation

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:

PECHANGA GOVERNMENT CENTER
12705 PECHANGA ROAD TEMECULA, CA 92592

WWW.PECHANGA-NSN.GOV

Send application and resume to:

Email: HR@PECHANGA-NSN.GOV

Fax: 951-587-2209

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