



# PUYALLUP TRIBE OF INDIANS



## JOB ANNOUNCEMENT

<b>OPENS:</b>	<b>SEPTEMBER 5, 2018</b>	<b>CLOSES:</b>	<b>SEPTEMBER 20, 2018</b>
<b>JOB TITLE:</b>	<b>COMMUNICATIONS OFFICER</b>	<b>DEPARTMENT:</b>	<b>LAW ENFORCEMENT</b>
<b>REPORTS TO:</b>	<b>LIEUTENANT</b>	<b>HOURS:</b>	<b>FULL-TIME 40 HRS/WK</b>
<b>SALARY:</b>	<b>BASED ON SALARY MATRIX + BENEFITS</b>		

### POSITION SUMMARY:

The Communications Officer works out of a call center, answering phone calls from citizens in need of assistance from police. Communication Officers are trained to gather information from the caller, remain calm, and then send the appropriate type of assistance and volume of units, to the caller's location, based on the information from the caller.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Continually monitors and records the location of on-duty police officers.
- Accurately and promptly takes emergency and non-emergency calls for service and dispatches patrol officers to calls for service.
- Performs driver license and wanted person queries and relays information timely using internal protocols.
- Assigns case numbers and records case notes following internal procedures.
- Uses computers and computer-aided dispatch following internal procedures.
- Continually monitors police radio traffic.
- Operates police radios using established procedures.
- Provides assistance to officers by contacting other services as needed.
- Perform other duties assigned.

### SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

### QUALIFICATIONS AND REQUIREMENTS

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.

### Education and/or Experience

High school diploma or general education degree (GED). Strong communication skills and knowledge of computer use is required. Must be able to accurately type 35 WPM. Must be able to multitask and

deal with various personality types. Must be able to deal with stressful situations and remain in control in order to provide service to the public and patrol officers.

*Note: Part-time work is prorated in crediting experience (e.g., if you work 20 hours per week for a 12-month period you will be credited with 6 months of experience).*

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before the public or employees of organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Licenses or Certificates/Other**

Employee will be subject to a one-year probationary period after successful completion of a Dispatch Communications course.

Employee may be subject to random drug screens and other tests prior to and during the course of employment.

Must have and maintain a valid and unrestricted Washington State driver's license. Driver's license must not contain any restrictions that would prevent the employee from driving a GSA vehicle.

Must acceptably pass criminal background check prior to and periodically throughout employment.

Must have no felonies.

Ability to work cooperatively and positively with others.

## **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.

- Requires the ability to read, write, communicate, and interpret information accurately in English.
- While performing the duties of this job, the employee is frequently required to talk and hear and use hands to finger, handle or feel.
- The employee occasionally is required to sit; stand; walk; push and/or pull; kneel, stoop, crouch or crawl; reach with hands and arms.

- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **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.

- The noise level is moderate.
- The physical exertion is moderate.
- Position may be stressful at times due to the sensitive or confidential issues or situations being addressed.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

### ***INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW***

#### **HOW TO APPLY:**

*Submit application and resume postmarked by the closing date to:*

Human Resource Department  
 Puyallup Tribe of Indians  
 3009 East Portland Avenue  
 Tacoma, WA 98404

Ph.#: (253)573-7863

Fax#: (253)573-7963

Job Line#: (253)573-7943

Email: [jobs@puyalluptribe.com](mailto:jobs@puyalluptribe.com)

*Note: Applications & copies of job announcements available at Rm. # 157  
 or online at [www.puyallup-tribe.com](http://www.puyallup-tribe.com)*