

POSTING

Internal Only

TUOLUMNE ME-WUK TRIBAL COUNCIL

DEPARTMENT: Tribal Security
JOB TITLE: Relief Security Dispatcher
STATUS: Intermittent/Non-Benefited
POSITION OPEN: 01.30.12 – 02.06.12

Position Summary: Under the supervision of the Chief of Security, the Security Dispatcher protects the assets of the Tribe by dispatching Security Officers on the Rancheria and other tribal lands to handle incidents and criminal activities, to enforce tribal ordinances and other complaints that are received. The incumbent will maintain a dispatch log of all incoming calls and will make log entries for status/security checks of Security Officers while they are patrolling and investigating incidents/complaints for the security and welfare of Rancheria, tribal offices and tribal lands.

A qualified candidate will: Dispatches Security Officers by radio and telephone to calls of suspicious activities, disturbances, trespassers, tribal code violations and criminal activities. Prepare activity logs, incident crime reports and other reports, as required, in a complete factual and legible manner. Prepare daily, weekly, monthly and annual statistical reports for filing with the Tribal Council. Attend department squad meetings and training courses as scheduled. Maintain confidentiality as prescribed by local, state, federal and tribal policies, procedures, laws or statutes. Perform other duties as required.

Qualifications must include: High school diploma or G.E.D., or one to three months of related experience and/or training; or equivalent combination of education and experience. Person must be able to type 25 wpm and be proficient in the use of computer word processing programs. Person must be able to apply common sense and understanding to carry out instructions furnished in written, oral or diagram form. Person must be able to deal with problems involving several concrete variables in standardized situations. Must be able to prove eligibility to work in the U.S. Possess valid California Driver License and maintain current vehicle insurance. Preference will be given to individuals possessing E.M.T. certification.

Must have DMV printout attached with application/resume.

To apply:

Contact HR at 928-5308

Pick up an application and a job description at the Tribal Hall

Or at www.mewuk.com

19595 MiWu Street Tuolumne, CA 95379

POSITION CLOSES: Monday February 06, 2012 @ 5pm