

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2023-66**

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION: Telecommunications Specialist Non-Certified
OPENING DATE: September 8, 2023
CLOSING DATE: September 18, 2023
DEPARTMENT: Public Safety
SALARY RANGE: NE-6; \$11.16 (Frozen Until Certified)

Position Summary:

Under direct supervision of the Telecommunications Supervisor, receives service calls from the public and other Public Safety entities/personnel for police, fire, emergency medical services (EMS), and emergency management assistance and forwards information to appropriate emergency response personnel. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Screens incoming calls and visitors, routes to program staff as appropriate; may respond to inquiries independently based on nature of contact.
- Answers calls for emergency services requests; obtains comprehensive information; determines urgency of request, relays information, and dispatches responders to scene.
- Requests additional assistance from other emergency personnel as determined by responders.
- Operates as eyes and ears for responding units before arrival on scene. Obtains and relays pertinent information to ensure safety of responders. Remains in contact with responders until clearance of scene/situation.
- Utilizes Record Management System to document calls for service. Retrieves computerized criminal justice information files using the New Mexico Criminal Justice Information System and National Crime Information Center.
- Utilizes and operates a two-way radio communication system, Computer Aided Dispatch (CAD) system, digital recording system.
- Obtains required certifications within specified time limits; maintains technical knowledge by attending relevant training and workshops.
- Obtains National Crimes Information Center Certification within 60 days of hire; maintains certification throughout employment.
- Completes Basic Telecommunications Operators Training Program within one year of hire.
- Assists, as directed, the Pueblo's Emergency Management Program in its response to public emergency incidents.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as assigned.

Minimum Qualifications:

High School Diploma or GED required. One year of radio dispatch experience preferred. Keyboarding at 35 words per minute preferred. FEMA/ICS Certifications 100, 200, 700, 800 preferred; must obtain within six (6) months of hire. A combination of relevant education and directly related work experience may be considered. Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Telecommunication Specialist, Non-Certified, is designated as a High-Risk Public Trust (HRPT) position.

All Indian Country Law Enforcement Programs receiving Federal funding and/or authority must ensure that all Law Enforcement program personnel successfully complete a thorough background investigation. The following are applicable laws that are considered when conducting background investigations for this position.

- PL 101-630: Indian Child Protection and Family Violence Prevention Act
- PL 101-647: Crime Control Act of 1990
- 25 CFR Part 63: Indian Child Protection and Family Violence Prevention

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	
Other	

Knowledge, Abilities, and Skills:

- Knowledge of traditional form, functions, and structure of government and pueblo customs and traditions.
- Knowledge of New Mexico Criminal Justice Information System, Computer Aided Dispatch, and Records Management Information System.
- Knowledge of the Pueblo's Criminal and Traffic Code, Children's/Juvenile Code.
- Knowledge of pertinent emergency medical conditions, Fire, Haz-Mat, Rescue, and Extrication response guidelines.
- Knowledge of department policies and procedures.
- Knowledge of basic fire and emergency medical services operations.
- Knowledge of principles and practices of radio dispatch and communication.
- Knowledge of the Pueblo's geography, road locations, and reservation boundaries.
- Knowledge of proper spelling, grammar, punctuation, and math skills sufficient to carry out essential duties.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability and skill in operating telephone and radio communication equipment.
- Ability to remain calm, handle emergency situations, and handle psychological stresses.
- Ability to work as a team member in a structured working environment.
- Ability to maintain confidentiality.
- Ability and skill to handle multiple tasks and meet deadlines.
- Skill in attention to detail; to re-call and provide accurate and timely information.
- Skill in keyboarding and data entry.
- Skill in computer use including Word, Excel, Outlook, and software unique to program.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically emailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026

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3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Shondiin Lewis, at (505) 552-5784 or by e-mail at slewis@pol-nsn.gov.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES