

# SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT

P.O. Box 0

San Carlos, Arizona 85550

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Terry Rambler  
Tribal Chairman



Tao Etpison  
Tribal Vice-Chairman

## JOB VACANCY

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#18-021	October 5, 2016	Open Continuous
POSITION TITLE AND DEPARTMENT	SALARY	
Dispatcher Emergency Medical Services	DOE	

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE  
(Applications must be received in the Human Resources Office by close of business on the closing date)

### CONDITIONS OF EMPLOYMENT:

- **NUMBER OF VACANCIES:** This is an open continuous vacancy announcement and applications will be referred when vacancies occur. The open continuous vacancy announcement allows this office to accept applications on a year round basis and eligible qualified applicants are placed in the Applicant Supply File (ASF). Applications that are complete in accordance with the outlined application procedures will be referred to fill any current and/or future vacancies.
- Temporary On-Call position(s). (non-exempt)
- Applicant must complete First Aide/CPR, Customer Service and Health Improvement Patient Portability Act (HIPPA) training within ninety (90) days of employment.
- Applicant must complete a National Incident Management System (NIMS) within three (3) months of hire.
- Applicant must complete Emergency Medical Dispatcher Certification (EMD) within one year of employment.
- Work schedule: Will be required to work rotating shifts, including weekends and holidays as necessary. May work on an on-call basis.
- Applicant will be subject to and pass a local/Tribal, State and Federal Background Check.
- Applicant **must** complete a "Child Care & Indian Child Care Worker Position" form to determine your suitability for tribal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment with the San Carlos Apache Tribe. ***If you make a false statement in any part of your application, you may not be hired or you may be terminated after you begin work.***
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

### DUTIES AND RESPONSIBILITIES:

As a Dispatcher under the direct supervision of the Shift Supervisors and the general supervision of Program Manager, the Dispatcher coordinates and facilitates radio and telephone communications between the public and field operations. The first task of a Dispatcher, when a 911 call is received is to enter all pertinent data into a computer. Shall enter data into the computer system quickly and accurately. The Dispatcher shall collect as much relevant information as possible from the caller, to direct the emergency response units to the exact location of the emergency. Upon

receiving information from the caller, the Dispatcher determines the urgency of the call and dispatches the appropriate units/fire engines. The Dispatcher is responsible for keeping track of the dispatched units/engines and transmitting information to the responding units and maintains status of the incident. Depending on the extent or nature of the fire or medical emergency, the Dispatcher may need to contact outside agencies to coordinate aid and assistance, such as dispatch air ambulance services as requested by field medical crew. Maintain all logs and other records related to dispatching calls on activities of field operational units. Provides route information and instruction as necessary, using maps and knowledge of the community. The Dispatcher shall type reports and necessary and file all paperwork accordingly by the end of each shift. Shall operate a variety of communications equipment including radio consoles, telephones and computer systems. Shall perform other duties as assigned.

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## QUALIFICATION REQUIREMENTS:

### Basic Requirements:

High School Graduation or Equivalent. High school graduation or equivalent means the applicant has received a high school diploma, General Education Development (GED) equivalency certificate or proficiency certificate from a State or territorial-level Board of Department of Education.

In addition to meeting the basic requirements above, candidates must have had one year of specialized experience.

Specialized experience is experience in dispatching or in a job related field. *Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".*

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**EVALUATION METHOD AND RANKING FACTORS:** Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of the local geographical area.
2. Knowledge of triage of medical calls and medical terminology.
3. Knowledge of computers and computer software (Microsoft Office: Word, Access, and Excel).
4. Ability to answer telephones in a tactful manner.
5. Ability to actively listen and communicate effectively through clear speech and hearing.
6. Ability to communicate effectively both orally and in writing (writes clearly and spells correctly).
7. Ability to multi-task dealing with emergency calls.
8. Ability to work under stressful situations and react appropriately in emergency situations.
9. Ability to develop and maintain cooperative and professional relationships with fellow employees, representatives from other departments, supervisor, and the general public.
10. Ability to become skilled in operating the department communication equipment.

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## OTHER IMPORTANT INFORMATION:

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
- INDIAN PREFERENCE: It is the goal of the San Carlos Apache Tribe to employ as many tribal members as possible in tribal positions. Therefore, all other qualifications being equal, tribal members will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:
  1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
  2. Enrolled member of the San Carlos Apache Tribe
  3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
  4. Other Native American
  5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
  6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to tribal members. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Tribal Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

- VETERANS PREFERENCE AND INDIAN PREFERENCE: Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.

- EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

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HUMAN RESOURCES OFFICE CLEARANCE:

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*/s/Deidre Antonio*  
Human Resources Specialist

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*October 5, 2016*  
Date