



MOAPA BAND OF PAIUTES

Moapa River Indian Reservation

P.O. Box 340

Moapa, NV 89025

Telephone: (702) 865-2787

Fax: (702) 865-2875

JOB ANNOUNCEMENT

Title: Police Dispatcher
Department: Moapa Paiute Tribal Police Department
Supervisor: Dispatcher
Wage: \$19.00 (Hourly)
Shift: Full time

Job Summary:

The Police Dispatcher is responsible for receiving emergency and non-emergency calls, accurately assessing situations, and dispatching the appropriate police units. This role requires quick decision-making, clear communication, and the ability to remain calm under pressure. The dispatcher coordinates with officers, provides them with essential information, and monitors their status to ensure safety. Strong multitasking abilities, attention to detail, and familiarity with communication systems and protocols are essential. This position plays a critical role in public safety and law enforcement operations.

Duties:

1. Answering incoming calls for law enforcement or medical emergencies.
2. Maintains daily logs.
3. Documenting messages and details relayed from citizens.
4. Relay and document activities of the police officers.
5. Cleaning the office as required.
6. Computer work.
7. Other duties as assigned.
8. Stay current on current trends in Emergency Services Dispatching.
9. Must be willing to attend updated training provided by professional training companies or agencies

Minimum Requirements:

- Must be at least 18 years of age.
- High School Diploma or GED preferred.
- No prior felony convictions
- No misdemeanor convictions within the last two (2) years.
- Must possess competent oral and written communication skills as demonstrated through prior public contact experience.
- Must be able to accurately gather and prioritize information.
- Must be able to communicate clearly on radio.
- Must be able to work under pressure.
- Must be dependable.
- Must be able to maintain confidentiality.
- Must maintain a Professional Image.
- Must be able to work all shifts, including holidays, weekends, and various days of the week.

Applications available/accepted at: Moapa Band of Paiutes, 1 Lincoln Street, P.O. Box 340, Moapa, NV 89025
Indian Preference Per Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended.

- Must pass a criminal background investigation.
 - Must pass pre-employment alcohol/drug screening.
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