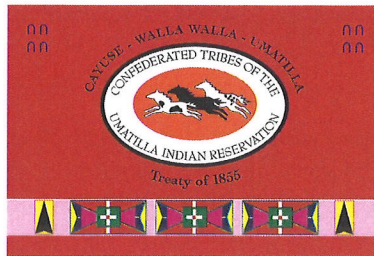


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION  
46411 TIMÍNE WAY, PENDLETON, OR 97801  
(541) 276-3570 FAX (541) 276-9060



**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Communication Officer - (Dispatcher)  
**(4 Positions)**

**SALARY:** \$49,752 (Step 1) to \$72,216 (Step 8) annual DOE/DOQ

- Incentives:
- 4% monthly pay for a DPSST Intermediate Certification.
- 8% monthly pay for a DPSST Advance Certification.
- 2.5% monthly pay for an Associates Degree.
- 5% monthly pay for a Bachelor's Degree.
- 2.5% monthly pay for Veterans of the US Armed Forces.
- 7% employee contribution included in base salary for CTUIR 401k Program.
- Hiring Bonus Packages:
- Lateral Certified Officers: \$6,000 - \$10,000.

**DEPARTMENT:** Umatilla Tribal Police Department (UTPD)

**LOCATION:** Public Safety Building  
Mission, OR  
Confederated Tribes of the Umatilla Indian Reservation

**EMPLOYMENT STATUS:** Full Time - with benefits package  
Non-exempt  
Safety Sensitive [*All Communications Officers, Firemen and all Police Officers **requires** random drug testing*]

**SUPERVISED BY:** Works under the direct supervision of the Communications Supervisor and/or the Chief of Police.

**OPENING DATE:** December 30, 2024

**CLOSING DATE:** Open until Filled with first pull January 16, 2025

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855; to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

#### GENERAL STATEMENT OF DUTIES

The Communications Officer is directly responsible for the operation of all office radio and telephone communications equipment, maintaining a close watch on patrol activities in the field, and for the general office needs of the agency. The Communications Officer also dispatches fire/medical emergencies.

#### EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Monitor all radio communications and answer all incoming telephone calls.
2. Maintain accurate telephone logs.
3. Dispatchers must answer calls for service, start an incident in CAD and dispatch officers to the proper locations.
4. The dispatcher is responsible for general office duties.
5. Respond to telephone and walk-in requests for any law enforcement assistance and/or fish and game inquiries.
6. Type accurate and neat memos, letters, reports, and other documents as required from either draft or dictation.
7. Must be able to accurately record activities of the department on the Rims CAD system.
8. Must be familiar with and able to operate all office equipment associated with dispatch responsibilities, including but not limited to the radio system, printers, fax machine, phone system, copier, and Forsecum / LEDS / NCIC information.
9. Maintain complete familiarity with and a working knowledge of the UTPD personnel Manual, the Communications SOP manual as well as general knowledge of the applicable Tribal, inter-Tribal, and other laws, resolutions and procedures pertaining to fishing and related activities on the Umatilla Reservation as well as the Columbia River.
10. Must be able to work rotating shifts and days off as assigned and required by agency manpower determinations. This includes weekends and holidays.
11. Must be able to attend training classes or seminars for periods of as long as two weeks at a time out of the general area. There will be a 12th grade equivalency exam given that must be passed.
13. Render credible testimony in all courts of law.
14. Perform other duties as assigned related to duties and responsibilities as stated above.

#### SUPERVISORY AUTHORITY:

None

#### SIGNATORY AUTHORITY:

None

#### ACCESS TO SENSITIVE AREAS:

Police records and databases

#### **REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)**

1. Must possess a High School diploma or GED.
2. Be able to work varied shifts, including weekends and holidays.
3. Experience working with the public. Good communications skills both oral and written.

4. No felony convictions.
5. Possess a valid driver's license and meet insurance requirements to drive tribally owned and GSA vehicles.
6. Type a minimum of 35 wpm.
7. Pass a 12th grade equivalency exam administered by Dept. of Public Safety.
8. Must be able to possess and maintain current LEADS and first-aid/CPR certification, and Medical emergency dispatch certification.
9. LEADS certified preferred.
10. Certified Basic Telecommunications preferred.
11. A test will be administered either prior to or immediately following interview appointment.

#### PHYSICAL DEMANDS:

1. Ability to answer multiple telephone lines.
2. Ability to sit for long hours at a computer using a keyboard, mouse and radio microphone.
3. Ability to handle stressful situations.
4. Ability to carry and lift 25 lbs. over shoulder height. (To file and retrieve cases.)
5. Ability to multi-task. i.e.: telephone callers, incoming radio traffic and attend to visitors.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

#### SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source and shall apply to all classes of positions referenced in section 3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

## DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a “Drug Free Workplace Policy” and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.

## APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until 4:00 P.M., on the posted closing date as found on Page 1 of this announcement or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE “REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL” BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

## REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR’s Supplemental Application Form (both sections, if applicable)
5. High School Diploma or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran’s preference: Must provide proof of honorable service and discharge or completed Form DD214.

## APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

## OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation  
Office of Human Resources  
Staffing and Onboarding  
46411 Timine Way  
Pendleton, OR. 97801  
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, the application package must be post marked by the closing date.

*Patricia Farrow*

*12/30/2024*

Approved: Patricia Farrow, Staffing & Recruitment Specialist,  
Office of Human Resources

Date

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**Applicant Review and Acknowledgement**

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date

