



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque
DISTRICT I Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Lee Erickson

Job Announcement

Position: Public Safety Dispatcher

Location: White Earth

Pay: \$23.64/hr.

Benefits: Full

Open: 05/12/2025

Close: Until Filled

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for receiving and answering emergency calls and routine law enforcement calls from the public, gather incident information, dispatch appropriate emergency safety personnel such as police, fire department, rescue, and ambulance. Prioritize calls based on urgency and maintain phone contact with callers during critical and/or dangerous incidents.

- Listens to and responds to all calls received to ensure police patrol units are in the vicinity of the complaint to investigate.
- Receive incoming telephone or alarm system calls regarding emergency and non-emergency police and fire service, emergency ambulance service, information and after hours calls for departments within a city.
- Questions callers to determine their locations, and the nature of their problems in order to determine the type of response needed.
- Maintains Law Enforcement Data to ensure compliance with Public Safety Department policies and procedures.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills, and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the White Earth Police Department.
- Skill in using personal computers and related software such as Microsoft Office (Word, Excel, Outlook), and the internet.
- Ability to communicate effectively, both orally and in writing, with co-workers, staff and administration.
- Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.
- Knowledge of relevant equipment, policies, procedures and strategies to promote effective local, state, or national security operations for the protection of people, data, property and institutions.
- Knowledge of the geographical layout, political and community service jurisdictions and highway, township, and county road system within the White Earth Reservation.
- Proficient skills in the use of computers and software.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.

Qualifications:

- **High School Diploma and prefer two (2) years' experience in related field.**
- **First Aid and CPR certification preferred or willing to obtain within six (6) months.**
- **Willing to obtain certification as an operator for State and National Computer Terminals within six (6) months of hire date.**
- **Valid Driver's License and insurance for travel between sites and other related business.**
- **Must be able to pass a criminal background check and drug screening.**

Mail Applications to:

White Earth Tribal Council
Attention: Personnel
P.O. Box 418
White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference.

A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment.