POSITION ANNOUNCEMENT

TITLE: PUBLIC SAFETY DISPATCHER       DEPT: CAMPUS POLICE

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE: $15.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

*INTERNAL POSTING THROUGH: Concurrent CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:
Responsible for monitoring radio, computer, telephone, alarm, and camera systems and directing all general and emergency radio traffic to personnel in the field. Requires using a multi-line phone system to handle emergency and non-emergency phone calls. Requires using a personal computer to look up general directory information, printing, and faxing forms; a second personal computer to access, respond and enter information into NMLETS (New Mexico Law Enforcement Telecommunications System) and NCIC (National Crime Information Center). Must be able to maintain strict confidentiality and communicate effectively with the public and remain calm in stressful situations. Perform any other duties as assigned. Lastly, the job requires a flexible shift schedule. The department operates 24/7/365, including holidays, nights, and weekends.

REQUIRED QUALIFICATIONS:
High School (or GED) required. Must be 18 years of age. Must have knowledge in the use of a multi-line telephone system. Proficient computer skills with different types of computer programs required to work in a multi-task computer environment. The ability to handle stress situations; work in a multi-task environment dealing with Alarm, Police, EMS traffic as well as the ability to remain calm and dealing with the general public in emergency and non-emergency situations. Required to obtain a Public Safety Telecommunication certification within one year of employment. Must pass an on NCIC Operators Exam within six months of receiving NMLETS User account. Must recertify your NCIC every two years. Must be able to pass criminal background check and an offer of employment is contingent on successfully passing a pre-employment drug screen.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Socorro, NM 87801-4796