



GL-3: \$30,523 - \$38,157; GL-4: \$34,265 - \$42,834; GL-5: \$39,400 - \$48,986

The major duties of the position include, but are not limited to the following:

- Operates the state, tribal, and federal radio network control at the Dispatch Center, transmitting and receiving law enforcement communications traffic that entails answering and disseminating information received through regular phone systems and two-way radio.
- Interview callers ascertaining the nature of the call and providing information if available. Refer complaints and information for investigations to the appropriate authorities.
- Records and maintains all radio telephone communication transactions on appropriate control log and maintains logs and files complaints, police actions and reports. Maintains agency files utilizing Crime Reporting Information Systems.
- Prepare reports of activities and incidents encountered in accordance with required forms, office procedures, and techniques using various computer software programs.
- Operates the National Crime Information Center (NCIC) computer terminal, which includes assessing criminal records, wanted individuals, drivers' license check, and motor vehicle information.

GL-03: At the GS-03 level, you may qualify based on education or experience, or any combination thereof.

To qualify based on experience, you must have the following: Six months year of general experience that is progressively responsible clerical, office, or other work that indicates the ability to acquire the particular knowledge and skills needed to perform the duties of the position.

To qualify based on education, you must have the following: 1 full academic year (30 semester hours or 45 quarter hours) of education beyond the high school level.

GL-04: At the GS-04 level, you may qualify based on education or experience, or any combination thereof.

To qualify based on experience, you must have the following: One year of general experience that is progressively responsible clerical, office, or other work that indicates the ability to acquire the particular knowledge and skills needed to perform the duties of the position.

To qualify based on education, you must have the following: 2 full academic years (60 semester hours or 90 quarter hours) of education beyond the high school level.

GL-05: At the GS-05 level, you may qualify based on education or experience, or any combination thereof.

To qualify based on experience, you must have the following: One year experience transmitting and receiving law enforcement communications traffic via radio net control; answering and disseminating law enforcement and emergency information by telephone ; maintaining logs and files of complaints, police actions, and related reports; and operating law enforcement information systems.

To qualify based on education, you must have the following: 4 full academic years (120 semester hours or 180 quarter hours) of education beyond the high school level.

Suitability, Clearance & Requirements: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Driving Record Requirement: A valid driver's license and safe driving history are required for this position. You are required to submit a GSA Form 3607 and must meet the safe driving requirements of the Bureau of Indian Affairs.

Drug Testing: This is a testing designated position (TDP) under the Department of the Interior Drug-Free Workplace Program.

All positions are subject to drug testing, medical examination, physical fitness testing, and positive adjudication of a background investigation.