



**Spirit Lake Tribe**  
**P.O. Box 359**  
**Fort Totten, North Dakota 58335**  
**slthr@spiritlakenation.com**

<b>Job Title:</b>	<b>Dispatcher-Transportation</b>	<b>Open Date:</b>	<b>June 8, 2018</b>
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**Position Objective:**

**Major Duties & Responsibilities**

- Skill in communicating clearly, concisely, and relaying details accurately.
- Skill in determining priorities and handling high pressure situations.
- Must be able to handle high volume of telephone calls.
- Monitor's and coordinates bus driver's activity and assignments.
- Utilizes technology such as computers, telephone, fax machine, and other communication equipment.
- Must have knowledge of geography for the Spirit Lake Tribe and surrounding areas.
- Answer inquiries and provide information requested.
- Keep the public informed when transportation is unavailable due to emergencies.
- Keep a daily log of incoming calls.
- Inform all passengers that appointments are to be called in twenty-four (24) hours in advance.
- Keep a daily passengers list for all drivers.
- Hand in monthly reports on all transportation and activities.

**Qualifications:**

- Applicant must have a high school diploma or GED, be at least 18 years in age, pass a drug test, background test (state and federal), and must have a valid driver license.

<b>Job Role:</b>	Dispatcher-Transportation	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Exempt/Non-exempt</b>	Exempt	<b>Closing Date:</b>	<b>June 15, 2018</b>
<b>Employment Status:</b>	Full- time	<b>Supervision</b>	Program Director
<b>Monthly Salary Range:</b>	DOQ	<b>Manages Others:</b>	Yes
<b>Number of Vacancies:</b>	one	<b>Classification: Exempt/Non-exempt</b>	

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	slthr@spiritlakenation.com
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota

<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272
<b>Application Procedure</b>			
	<p>Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.</p>		