Posted: <u>October 29, 2018</u>

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH • UNIVERSITY

RE-OPEN 10/29/18
POSITION ANNOUNCEMENT

TITLE: <u>PUBLIC SAFETY DISPATCHER</u>   **DEPT:** <u>CAMPUS POLICE</u>

REG ☑   **TEMP** ☐   **FULL TIME** ☑   **PART TIME** ☐

STARTING RATE or SALARY RANGE: <u>$10.00 - $13.00</u>
Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

*INTERNAL POSTING THROUGH: <u>Concurrent</u> 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:
Monitors and directs radio, telephone, alarm traffic, and monitor cameras. Access, respond, and enter information used for NMLETS and NCIC. Monitors and dispatches general and emergency radio traffic to police personnel and units. Uses a multi-line system to handle emergency and non-emergency and general information calls pertaining to New Mexico Tech and other entities. Will be required to use a personal computer for looking up general information for Staff/Faculty and student directories. Locating and printing forms used by Campus Police as well as the University. Use of separate personal computer will be required that is dedicated to access respond, and enter information used for NMLETS (New Mexico Law Enforcement Telecommunications System) and NCIC (National Crime Information Center). The use if a separate alarm system computer is also required for the use of monitoring fire, burglar, distress and utility alarms. Receiving alarms as well as operator input to each that is required to administer and handle each alarm. Additional alarm monitoring may be required as directed by a supervisor for short or long term special events, tests, and activities that pertain to the EMRTC Field Test Area and its related contractors and entities that contract to New Mexico Tech. Must be willing to work odd hour shifts. Perform any other duties as assigned.

REQUIRED QUALIFICATIONS:
High School (or GED) level ability in spelling, grammar, basic composition and math 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 remain calm and deal with the general public in emergency and non emergency situations required. He or she must obtain the Public Safety Telecommunication certification, required by the State of New Mexico 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.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 107, Socorro, NM 87801-4796