

**Posted:** January 24, 2023



## 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 SUMMARY:

Public Safety Dispatchers (PSD) are responsible for monitoring and directing radio, telephone, and alarm traffic as necessary for the safety and good order of the university. The PSD is responsible for accurately dispatching police, security, fire, and EMS personnel as appropriate in response to calls for service. The PSD shall facilitate the movement of first responders and accurately record all incoming information in the department's computer-aided dispatch and records management system. PSDs are required to access, respond to and enter information into NMLETS and NCIC databases, monitor fire, burglar, and panic alarms or view video surveillance systems. PSDs will conduct regular welfare checks on officers in the field and maintain all dispatch-related logs and files in addition to house cleaning duties and other tasks as assigned by the NCIC T.A.C or Chief of Police

### JOB FUNCTIONS:

Monitors and dispatches general and emergency radio or phone traffic to appropriate department personnel 30%

Uses a multi-line phone system to handle emergency, non-emergency, and calls for information with respect and good customer service 20%

Uses pc to look up general information from directories and databases and monitor alarm systems or video surveillance 20%

Uses separate pc to access, respond, or enter information into NMLETS and NCIC systems 15%

Must be able to attend state and department required training and work flexible shift hours to include holidays, nights, weekends and overtime 15%

### REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Must be 18 years of age or older. Must have experience with multi-line telephone systems. Must be proficient with a personal computer and basic programs. Must have the ability to remain calm and handle stressful situations while multi-tasking. Must have the ability and desire to provide excellent customer service to university staff and general public. Must be able to pass a drug and background check. Must obtain a Public Safety Telecommunications certification within one (1) year of employment as required by the state of New Mexico. Must pass the online NCIC Operators exam within six (6) months of receiving an NMLETS user account. Users must take the NCIC recertification and security awareness test every two years.

**LIFTING REQUIREMENTS:**

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	S
100 + pounds	

**PHYSICAL DEMANDS:**

Standing 5%	Sitting 75%	Walking 5%	Pulling 2%
Pushing 2%	Lifting 2%	Stooping	Kneeling 2%
Crawling	Climbing	Reaching 5%	Other 2%

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)