

**Office of the Chief and Council**

Kirk E. Francis  
*Chief*

Mark Sockbeson  
*Vice-Chief*



**Penobscot Nation  
Human Resources**  
12 Wabanaki Way  
Indian Island, Maine 04468  
Phone: (207) 817-7306  
Fax: (207) 817-7463

## **JOB ANNOUNCEMENT**

**Opening Date:** February 12, 2025

**Closing Date:** Until Filled

### **Position: Dispatcher**

**Department:** Police Department

**Reports To:** Shift Supervisor/Police Chief

**Pay Range:** \$16.29 - \$25.30

**Status/Term:** Part-time, Non-standard Work Week

### **Job Summary:**

The Penobscot Nation is seeking a dedicated and detail-oriented individual to join our team as a Part-Time Dispatcher for the Police Department. In this crucial role, you will serve as the first point of contact for emergency and non-emergency calls, ensuring effective communication and coordination between the public and law enforcement personnel.

### **Qualifications Required:**

At least 18 years of age. High School Diploma or GED. Must possess computer skills and keyboard experience. Must have good oral and written communication skills. Must be available for various shifts. No felony convictions, no misdemeanor convictions for offenses that relate to the METRO system or that resulted in a sentence of incarceration, or convicted of a misdemeanor offense with the underlying conduct of which is directly related to reliability and trustworthiness. Native American Preference will be adhered to in accordance with Penobscot Nation's Personnel Policies and Procedures Manual.

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### Essential Duties/Responsibilities:

1. Sign on Radio Log, log on computer at commencement of tour, signs off, logs off at completion of tour.
2. Relieves promptly five (5) minutes before tour commences, allowing time for exchange of departmental information.
3. Primary function will be dispatching, receiving of complaints and data entry into computer terminal. These complaints will be promptly given to the officer on duty.
4. Complaint forms will be cross-indexed into the complaint file and data entered into the computer system.
5. Area occupied by the Radio Dispatcher will be kept clean and orderly. Uniforms will be worn accordance with department policy while on duty when applicable.
6. Ensure unauthorized visitors do not enter the Central Station controlled by Public Safety for the following reasons:
  - Reports, warrants for arrest, summons activity are of a confidential nature.
  - Verbal comments between officers exchanging information are of a confidential nature.
  - Overhearing complaints by tribal members while in vicinity of the Radio Dispatcher.
  - Complaints received by Radio Dispatcher on duty will be handled in a professional and courteous manner. Only those questions relevant to the incident will be asked. Unnecessary conversation will be avoided.
  - Tribal members leaving notices for special attention to their homes while on vacation should not be viewed by visitors.
  - Data on computer screens are of a confidential nature.
7. Examine and sign forms and reports as required.
8. An officer may direct the dispatcher to assist them while processing an arrest at the Central Station
9. To meet all certification requirements for Maine Criminal Justice Academy dispatchers.
10. Interacts harmoniously and effectively with others, focusing upon the attainment of Penobscot Nation goals and objectives through a commitment to teamwork.
11. Conforms to acceptable attendance/punctuality standards as expressed in the Employee Handbook.
12. Performs other duties assigned as required.

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### **Physical Demands/Conditions/Requirements:**

Must be able to exert moderate physical effort with occasionally walking, standing, reaching, stooping, bending, kneeling, crouching, frequent typing, and lift and carry material weighing up to 25 pounds.

### **How to Apply:**

- - Applications are available at the Human Resources Office or the Secretary's Office at the Nick Sapiel Building, Indian Island, Maine. Applications can also be downloaded at [www.penobscotnation.org](http://www.penobscotnation.org).
- - Apply online at <https://www.penobscotnation.org/departments/human-resources/employment-opportunities>.
- - Submit completed applications and résumés along with certifications to [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org).
- - For additional information, call (207) 817-7306 or email [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org).

*Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures*

*External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation, to be determined by management on an individual basis upon request.*