



Lower Brule Sioux Tribe Law Enforcement Wage Scale

Job Announcement

Lower Brule Sioux Tribe Law Enforcement

JOB TITLE: Lead Dispatcher
JOB CLASS: Depending on Experience (DOE)
SALARYBAND: GS Grade 7

SUPERVISION RECEIVED:

This position is located within the Lower Brule Sioux Tribe Law Enforcement, Police Department, Lower Brule Sioux Reservation, Lower Brule South Dakota. This critical/sensitive position serves in the Lower Brule Sioux Tribe Law Enforcement Communications Center. Dispatchers report to the Lower Brule Sioux Tribe Law Enforcement Captain of Police or designee.

JOB SUMMARY:

This position is located with the Lower Brule Police Department, Lower Brule Sioux Reservation, Lower Brule South Dakota. Duties include contributing to the mission of the Lower Brule Sioux Tribe Law Enforcement by performing assigned job responsibilities in a manner consistent with total quality management principles that promote peak performance and services delivery to the Lower Brule Sioux Tribe reservation. This position serves in a Law Enforcement Communications Center that provides 24/7 coverage, and is a public emergency answering point for full emergency response responsibility. The Lead Dispatcher will supervise all dispatchers and daily duties assigned to dispatchers.

GENERAL STATEMENT OF DUTIES:

ESSENTIAL DUTIES & RESPONSIBILITIES

Responsible for the operation and supervision of the Lower Brule Sioux Tribe Law Enforcement Communications Center, which includes answering phone calls, radio traffic, and directing all information received to the appropriate areas for dispatch. Supervise overall aspects of the Lower Brule Sioux Tribe Law Enforcement Communications Center.

This position supports the Lower Brule Sioux Tribe Law Enforcement as it upholds the constitutional sovereignty and customs of the Lower Brule Sioux Tribe, while protecting the rights



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of all people; to protect life and property; ensure employment suitability and to promote and preserve peace within the boundaries of the Lower Brule Sioux Reservation.

DUTIES: (Duties may include but are not limited to the following)

As Lead Dispatcher, your typical work assignments may include, but are not limited to:

- Operates a multi-frequency, multi-agency radio console with several paging systems, cross-frequency patching, and phone patching. Operates within several public safety computer networks and NCIC/NLETS.
- Coordinates, monitors, and assists with operations via telephone and radio between a variety of agencies and personnel.
- Records and maintains all radio transmissions and significant telephone situations.
- Determines priority of response and initiates appropriate response of law enforcement.
- Gather all pertinent information for the call to determine whether it requires dispatching a vehicle, vessel or aircraft.
- Provides Emergency Medical Dispatching (EMD) by personnel certified by a national entity.
- As a public emergency answering point with full emergency response responsibility the Dispatcher coordinates, monitors, and assists with operations via telephone and radio between a variety of agencies and personnel.
- Performs general communications center duties such as filing, typing, copying, scanning, maintaining updated information, shredding designated paperwork, or providing copies of case incident reports to authorized individuals or entities.
- Planning, organizing, coordinating, and facilitating the technical and program work of the Dispatch Center.
- Provides overview and quality control of the work of the team to ensure that technical requirements and specifications are met.
- As shift leader and senior technical dispatcher, coaches and leads the efforts of the team.



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- Other Duties as assigned.

ESSENTIAL QUALIFICATIONS:

Conditions of Employment

- U.S. Citizenship Required
- As a condition of employment for accepting this position, you will be required to successfully complete a probationary period during which your continued employment advances the public interest will be evaluated.
- 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.
- Incumbent is required to operate a government motor vehicle, must possess a valid driver's license, and have a safe driving record within the 4-year period immediately preceding submittal of GSA Form 3607.
- This position is subject to both pre-employment and random drug testing as a condition of employment. Applicant will not be appointed to the position if verified positive drug test is received.
- Completion of the Basic Radio Communications Training Program at either Indian Police Academy and/or Basic 911 Operators Training at the South Dakota Law Enforcement Training Center Police Academy.
- Residency Requirement.

EXPERIENCE AND EDUCATION REQUIREMENTS:

Preferred Qualifications

To qualify you must have one-year specialized experience at the following:

- Serving as a senior operator to receive and transmit law enforcement communications on a multi-frequency radio network.
- Navigating the National Crime Information Center (NCIC) database.



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- Maintaining records of radio transactions, law enforcement actions, and reports.

PHYSICAL REQUIREMENTS:

Incumbent must function efficiently in a confined space for extended periods with no breaks and no opportunity to leave the confines of the Communications Center. The dispatcher is considered an "essential employee" meaning he/she is required to work most holidays, report for duty during adverse weather conditions and be expected to work for long hours exceeding normally scheduled shifts in case of emergencies. Position is sedentary with high amounts of stress. Incumbent is subject to shift work, rotating shift work and uncommon tours of duty.

Work requires use of their voice in vocal communications for hours at a time. Voice must be clear, audible, and tone effective with words plainly spoken and understandable. Incumbents must be able to hear clearly and discern a variety of audible communications and signals simultaneously. The work is of an emergency nature and is emotionally stressful. Incumbent must possess manual dexterity sufficient to operate computer terminals/keyboards and related equipment and to maintain written logs. Work involves occasional lifting boxes and supplies up to weights of 50 pounds, i.e., boxes that contain 10 reams of typing paper (5,000 sheets of paper)

WORK ENVIRONMENT:

The work is normally performed in a well-lit and temperature-controlled room. Noise levels are routinely high due to electronic equipment, telephones, radios, and other discussions ongoing in the performance of duties. The setting is typically confined and secure, and entrance and egress is controlled.

The incumbent may be assigned to accompany field law enforcement in patrol vehicles or aircraft to assist in and maintain proficiency during agency field operating procedures and jurisdictional boundaries.

ACKNOWLEDGEMENT:

"This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential duties, tasks, functions, or responsibilities not listed herein. The Lower Brule Sioux Tribe Law Enforcement reserves the right to add, modify, or exclude any essential or non-essential requirements at any time. Nothing in this job description, or by the completion of any



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requirements of the job by the employee, is intended to create a contract of employment of any type."

"We utilize the tribal point system. Please submit all pertinent, required documents with your application i.e., copy of high school diploma, GED equivalency certificate, college transcripts/degree (if applicable), vocational training/job skills or experiences (if applicable to the position), you feel may help you qualify for this position, driver's license, tribal enrollment verification, and DD-214 Veteran's Preference documents will be utilized in the rating of applicants, and points given accordingly."

To Apply: Submit LBST application/Resume, degrees, college transcripts, driver's license, DD214 (if applicable), LBST enrollment verification (if applicable), all documents that pertain to this job announcement.

Submit Tribal Application to:

Lower Brule Sioux Tribe
Personnel Department
187 Oyate Circle
Lower Brule, SD 57548

Opening Date: August 6th, 2026

Closing Date: Until Filled