



CHITIMACHA TRIBE OF LOUISIANA

TITLE OF POSITION: POLICE COMMUNICATIONS OFFICER

DEPARTMENT: TRIBAL POLICE DEPARTMENT

JOB SUMMARY: Answers incoming emergency and non-emergency calls to the Police, Fire, and/or Emergency Medical Departments. Categorizes calls, dispatches to appropriate staff, delivers relevant and important information to officers and callers, and monitors calls to ensure the safety of officers, firefighters, and/or emergency technicians. Participates in law enforcement and crime prevention services to maintain a safe and secure community within the Chitimacha Tribe jurisdiction and surrounding jurisdictions as required.

EDUCATION AND/OR EXPERIENCE:

High School Diploma or GED AND Two (2) years of experience in communications work or related field.

ADDITIONAL REQUIREMENTS:

- Must be able to successfully pass a background screening/investigation.
- Pre-employment and random drug screen.
- Valid driver's license is required when driving vehicles for work-related purposes.

BENEFITS: Medical Insurance (Federal Program), Dental / Vision Insurance, Critical Illness Insurance, 401(k) Employer Match, Paid Time Off (PTO), Employee Discounts, Employer Paid Life Insurance, Short Term / Long Term Disability and Life Insurance.

HOW TO APPLY: View our website, www.chitimacha.gov, or visit the Human Resources Department at 230 Chitimacha Loop, Charenton, Louisiana. Applications are accepted: Monday–Thursday 7:30 a.m. – 5:00 p.m. and Friday 7:30 a.m. 11:30 a.m.

CLOSING DATE: MONDAY, APRIL 07, 2025.

PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICANS PURSUANT TO PUBLIC LAW 93-638 AND THE INDIAN SELF-DETERMINATION AND EDUCATION ASSISTANCE ACT AND THE INDIAN CIVIL RIGHTS ACT 25 U.S.C. 450e(B).