



Rincon Band of Luiseño Indians

Contact Us:

One Government Center
Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

www.rincon-nsn.gov



JOB ANNOUNCEMENT

Title: Communications Operator

Requisition Num.: 2026-037

Open Date: 10/13/2026

Closing Date: Until Filled

Department: Tribal Law Enforcement

Classification: Full-Time/ Non- Exempt

Salary: Commensurate with Experience

Location: Valley Center, CA

Opportunity: Under the general direction of the Tribal Law Enforcement Manager, the Communications Operator will be responsible for securing and recording information as to the exact location and circumstances of all emergency and non-emergency requests for service. Uses voice radio to dispatch necessary equipment in accordance with predetermined plans; keeps radio contact with DPS personnel on assignment and notifies appropriate supervision on duty. This work involves fast, efficient and accurate receiving, directing and processing of communications from and to personnel and fire stations or Law Enforcement vehicles. The Communications Operator will be responsible for a variety of administrative duties for the Tribal Law Enforcement Department. Calls and messages include emergency requests as well as routine department matters. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of Rincon. This position maintains a thorough working knowledge of and adheres to tribal policies, regulations, and procedures.

JOB RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Under supervision, provides communication and support services to the tribal law enforcement and fire departments.
- Provide various administrative support to the Tribal Law Enforcement Department, such as filing, typing, proofreading, data entry, preparation of correspondence and reports, mailing, copying, faxing, etc.
- Uses a computer-aided dispatch system, receive emergency calls from the public requesting police, fire, medical or other emergency services.
- Determine the nature and location of the emergency; determine priorities, and dispatch Tribal Law Enforcement, Sheriff's department, fire ambulance or other emergency units as necessary and in accordance with established procedures.
- Maintain contact with all units on assignment, maintain status and location of police and fire units.
- Monitor security cameras, answer non-emergency calls for assistance.
- Operate a variety of communications equipment, including radio consoles, telephones and computer systems.

To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it into the Human Resources Department at the Government Center, or emailing it to jobs@rincon-nsn.gov.

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

Applications which are not completely filled out will not be considered.

Preference:

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

JOB RESPONSIBILITIES CONT'D

- Ability to effectively present information in one-on-one and small group situations to Tribal Law Enforcement Manager and other employees of the organization.
- Calm distressed citizens on the phone.
- Studies and is familiar with locations of streets, landmarks and properties on and off the reservation and in the casino.
- Work rotating shifts (days, swings and graves), weekends, holidays and overtime as required.

OTHER DUTIES

- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Maintain a clean and safe working environment.
- Adhere to safety standards and regulations of the Tribal Council.
- Handle all confidential and proprietary information in accordance with policies and procedures.
- Ability to multi-task while maintaining vigilant attention to detail.
- Attend required meetings and training.
- Perform other related duties as required.

SUPERVISION ADMINISTERED

- This position typically does not require the supervision of staff.

QUALIFICATIONS/KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to represent the Rincon Tribal Government effectively and professionally in a public venue.

Education/Experience and/or Training:

- Graduation from a U.S. high school, G.E.D. or equivalent from a U.S. institution, or a California High School Proficiency Examination (CHSPE) certificate is required.
- Minimum of one (1) year experience in related field, performing dispatch related clerical work, verbal radio communications, law enforcement or public information work is highly preferred.
- Must be able to sit for a long periods in a confined area.

Licenses or Certifications:

The following license and certification are required to be maintained throughout employment and are not subject to waiver:

- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV.

Work-Related Knowledge:

- Proficiency with online communication platforms, possess internet-search related skills and other technology necessary to perform the job.
- Provides well-organized and clearly written information.
- Utilizes appropriate grammar, punctuation, and accuracy in written correspondence, manuals, or publications.
- Learn and interpret maps.

Selection Process:

All applications will be reviewed, and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess job related education, experience and training. All prospective employees must live within a 50-Mile Radius from the Rincon Government Center.

Resumes will not be accepted in lieu of completed application forms but may be attached.

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Benefits

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefits include the following:

- Health & Wellness Coverage: Medical, dental and vision coverage
- Generous Paid Time Off (PTO) Accrual
- Holidays: Full-time employees and qualifying part-time employees are eligible for eleven (11) full paid holidays, and four (4) half day (4 hours) paid holidays.
- Comprehensive Annual Performance & Merit Reviews
- Job Training based on Business Needs
- Life and Long-Term Disability: \$100,000 employer paid Life Insurance and Long-Term Disability
- Flexible Spending Accounts: Healthcare and Dependent care reimbursement accounts
- Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance
- Supplemental Coverage: Disability, Accident, Cancer, Life and Hospital Confinement
- Retirement: 401(k) retirement plan with a generous employer match
- Company Events: Rincon Tribal Government holds great social events for employees and occasionally raffle many prizes.

Rincon Tribal Government – Core Values

Trust

Integrity

Open and Honest Communication
