



MUNICIPALITY OF SKAGWAY

GATEWAY TO THE KLONDIKE
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JOB ANNOUNCEMENT POLICE DISPATCHER

The Municipality of Skagway is accepting applications for a Police Dispatcher. This is a full-time position and is eligible for benefits.

WAGE RANGE: Grade 13, Step One-Entry level wage - \$21.65 per hour.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- High School Diploma or equivalency.
- Valid Alaska State drivers license.
- Office machine, radio, telephone, and computer literacy.
- The ability to gather information; ascertain the fact; the ability to speak and write effectively.
- The ability to pass all Local, State and Federal background checks in order to access the same.
- The ability to maintain confidentiality.
- The ability to make decisions and work under partial supervision.

DUTIES: This position works under the direction of the Police Chief and performs a full range of clerical, office, and inspection duties. This is a non-commissioned position.

- Answering telephone, information requests, and correspondence.
- Maintaining office records; entering data related to State traffic citations, State Uniform Crime Reports, Court records and judgments.
- Answering and dispatching emergency calls for police, fire, ambulance and the National Park Service.
- Running computer NCIC and ASPIN checks for officers in the field via the radio and telephone.
- Issuing State of Alaska Driver's License and ID cards.

Applicants must submit a completed Municipality of Skagway application form to the borough office. This position is open until filled. Contact the borough office at the address or phone number above or by email at m.gihl@skagway.org for an application or further information. The application can also be downloaded from the website at www.skagway.org.

The Municipality of Skagway is an equal opportunity employer.