



City and Borough of Sitka

Coast Guard City, USA

Human Resources

100 Lincoln Street • Sitka, Alaska 99835

Phone: (907) 747-1816 email: hr@cityofsitka.com fax: (907) 747-1846

SITKA POLICE DEPARTMENT POSITIONS – Open Until Filled – EOE; DOE

Benefits include, but not limited to, 100% employer-paid health benefits (medical, dental and vision) for employee and family; retirement systems through Public Employees Retirement System (PERS) and Empower; 11 paid holidays; annual leave; employer-paid uniforms (excluding boots) and property required for positions.

All positions require ability to maintain confidentiality of information; ability to learn access procedures and use of a variety of databases; ability to deal effectively with persons of varied backgrounds and deal effectively with high stress situations. Mandatory shifts to include nights, weekends, holidays and overtime, both scheduled and emergency. H/S diploma or GED; Dispatch and Jailer must be at least 18 years of age; Police officers minimum 21 years of age. Testing and background checks included in selection process.

DISPATCH AND RECORDS CLERK

Perform a variety of routine clerical, administrative, and technical work in receiving and dispatching routine and emergency information. Knowledge of or ability to learn office practices and procedures and the use of office equipment and multi-line telephone system and multi-channel two-way radio. Knowledge of or ability to learn procedures and precedents for collecting, summarizing, and relating data which is highly confidential and/or sensitive.

Ability to type 35 WPM. On-site view of job specifications encouraged and can be scheduled by contacting Lyn at 747-3245.

JAIL OFFICER

Maintains security within the jail facilities, performs related work as required. Ability to type a minimum of 30 WPM; some related public safety experience or any equivalent combination of education, work experience and training to provide the knowledge, skills and abilities necessary to perform jail officer duties.

POLICE OFFICERS

Preference given to applicants with current certification as police officer. Mandatory 12-hour shift work include nights, weekends, holidays and overtime, both scheduled and emergency with 4 days on/3 days off, 3 days on/4 days off. Must meet minimum standards of Alaska Police Standards Council for Police Officers.

Return all applications by mail, fax or email to Human Resources, 100 Lincoln Street, Sitka AK 99835; fax (907) 747-1846; email hr@cityofsitka.org. Call (907) 747-1816 with any questions.