



MUNICIPALITY OF SKAGWAY

GATEWAY TO THE KLONDIKE
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JOB ANNOUNCEMENT POLICE OFFICER

The Municipality of Skagway is accepting applications for the position of Police Officer. This is a full-time position, eligible for Municipal benefits.

WAGE RANGE: Grade 16, Step One-Entry level wage - \$27.32 per hour.

DUTIES: The Police Officer works under the direction of the Police Sergeant and is responsible for providing police services to the Municipality of Skagway through a variety of police patrol, investigation, and enforcement functions. The officer seeks protection of life and property and preservation of peace through enforcement of applicable state laws and Municipal ordinances.

In addition to possessing the ability to perform the duties and responsibilities of the police clerk as necessary, the following position responsibilities are required:

- Performing routine foot and mobile patrols, responding to emergency calls, establishing sufficient probable cause for arresting alleged offenders;
- Performing investigations and preparing appropriate reports;
- Attending training to ensure competency;
- Working with Court entities relating to criminal and juvenile cases;
- Participating in aid calls; search and rescue operations; and public education and police community relation assignments.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of State, Federal, and local laws and ordinances;
- Principles and techniques of investigation, interrogation and scientific crime detection, court procedures and policies;
- Police department administration procedures, policies;
- Laws of arrest, rules of evidence, citizen's legal rights, civil procedures, court procedures;
- First aid treatment;
- Operation of modern police equipment;
- Ability to think clearly and quickly in emergency situations; observe and accurately record events and effectively adopt a course of action;
- Work irregular hours; tactfully handle sensitive or dangerous situations; maintain the personal presence and appearance to act effectively within the department and community.

Employment Standards:

- The equivalency of a high school diploma;
- A valid Alaska State Driver license;
- Strong interpersonal and communication skills; the ability to work effectively with a variety of people and entities;
- Good physical conditioning and a service orientated attitude.

The position also requires the ability to meet personal and physical characteristics prescribed by Alaska Police Standards Council for police officer employment; favorable results in extensive background investigation; and eligible for an APSC Basic Certificate. This is not a complete job description.

Applicants must submit a completed Municipality of Skagway application form to the borough office at the address above. This position is open until filled. Contact the borough office at 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.