

JOB ANNOUNCEMENT
CITY OF UNALASKA
DEPARTMENT OF PUBLIC SAFETY
Corrections Department

Open Date: 3/2/2020
Close Date: 3/23/2020

Position: **CORRECTIONS OFFICER**
Hiring Wage: [union position] **\$28.64 - \$30.38 / hour**

The City of Unalaska is accepting applications for the position of a **Corrections Officer in the Department of Public Safety**. Located in the central Aleutian Islands, Unalaska, Alaska is a multicultural coastal community of approximately 4,500 full-time residents and is home to the number one commercial fishing port in the United States, the International Port of Dutch Harbor.

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary.

GENERAL DESCRIPTION: This position is an entry level position, under direct supervision from the Corrections Sergeant, with occasional supervision from the on-shift Police Sergeant. This position functions to ensure health and security of inmates held in the Unalaska Jail either on criminal charges or protective custody receiving the rights and care as mandated by State and Federal Law and staff. Duties include shower, meals, dispensing medications, sanitizes corrections area including cells and shower, laundering inmate bedding, clothing, towels, etc. Other responsibilities include proper written records of inmates and activities, report writing, fingerprinting, billing, court documents, bail money and conducting thorough searches of prisoners, visitors, and cells for prohibited items and ability to use proper restraint techniques to violent offenders.

KNOWLEDGE, SKILLS & ABILITIES: The successful candidate will be able to demonstrate job history that includes the following:
Knowledge or ability to learn State statues, policies and procedures as they relate to jail functions.
Ability to communicate fluently in English (verbally and in writing).
Work effectively with the public, staff, vendors and agencies in a courteous, efficient and professional manner.
Have strong written communication skills, problem solving and interpersonal skills.
Maintain composure and professionalism under pressure.
Must maintain confidentiality.

EDUCATION & EXPERIENCE:
High school diploma and or GED required; combination of education and experience will be evaluated on an individual basis.
College degree and or courses in law enforcement preferred.
One (1) year of experience in position requiring public contact.
Have or ability to obtain APSC Basic Municipal Corrections Officer Certification within one (1) year of hire required.
Current First Aid and CPR required.

LICENCES & SPECIAL REQUIREMENTS:
Must be at least 21 years of age.
Must have or ability to obtain an Alaska Driver's License within 90 days of hire.
Must be eligible to work in the US; requirements by federal law, if hired must complete employment eligibility verification (I-9).
US Citizen by birth or naturalization by time of hire.
Required to complete pre-employment testing which includes; thorough and extensive criminal investigation, finger prints and drug testing, physical and psychological testing post offer.
Must not have any misdemeanor convictions in the last three (3) years.
No domestic violence related misdemeanor convictions and no illegal drug use in the past five (5) years.
Required to work rotating shifts with emergency or non-traditional work hours as necessary.

BENEFITS:
Education incentive dependent on degree per month: Associates \$200, Bachelors \$300, Masters \$400
Travel allowance \$1,500 every year on your date of hire.
Longevity bonus up to \$12,000 (refer to PSEA for further details)
Medical premium 100% employer paid (employee & dependents)
Paid Time Off starting at 16 hours a month
Free Parks, Culture and Recreation membership for self.
Free enrollment and coverage of self and dependents for membership of LifeMed.
Eligible for PERS retirement.

TO APPLY: Submit a City of Unalaska Application. All necessary forms are available at City Hall, Administration Dept. 907-581-1252, or by downloading at www.ci.unalaska.ak.us [job openings/Employment Forms Link]. Return completed forms to City of Unalaska HR Manager, Michelle Murdock email mmurdock@ci.unalaska.ak.us or fax 907-581-4469.

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