

## JOB ANNOUNCEMENT

### CITY OF UNALASKA DEPARTMENT OF PUBLIC SAFETY

Open Date: September 11, 2020  
Close Date: October 12, 2020

POSITION: **COMMUNICATIONS (DISPATCH) OFFICER**  
HIRING WAGE: **\$27.61 – \$29.28 / hour** [step 1-3]

The City of Unalaska is accepting applications for the position of **Communications 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, under supervisor from the Communications Sergeant acts as an information source by transmitting information, receiving complaints and concerns by calls from the public or in person and initiating appropriate action in both emergency and non-emergency situations concern public safety and law enforcement activities. The officer will dispatch Police, Fire and/or Emergency Medical and Marine Response Team personnel as required. They will Prepare, review and maintain departmental documents, and maintain databases. Conduct computer research of State and Federal databases as requested by officers. Enter current information into Alaska Public Safety Information Network and verify accuracy. Monitor variety of emergency systems, security systems, local road closures, controlled burns, and fire and intrusion alarms. Provide clerical support and data retrieval for all divisions of Public Safety. Send Tsunami test and warning signals, road and traffic advisories.

**KNOWLEDGE, SKILLS & ABILITIES:** The successful candidate will be able to demonstrate job history that includes the following: Knowledge of correct English and usage of spelling and communicate clearly. Professionalism in an office setting; following practices and procedures and utilize office equipment including but not limited to multiline telephone system. Ability to accurately collect, summarize and relate data that is highly sensitive and maintain confidentiality. Typing ability of 40 words per minute at a minimum. Ability to multitask and perform several tasks at once. Ability to access and work with a variety of databases. Ability to effectively deal with persons of varied backgrounds and demeanors. Ability to work in a potential high stress environment and remain calm.

#### **EDUCATION & EXPERIENCE:**

High school diploma and or GED required; College Degree Preferred; combination of education and experience will be evaluated on an individual basis.

Proficient with computers and basic office equipment.

One (1) year experience working with the public and or communications required.

#### **LICENCES & SPECIAL REQUIREMENTS:**

Must be at least 18 years of age.

Must have or ability to obtain an Alaska Driver's License within 90 days of hire.

Required to work rotating 24-hour shifts of phone coverage with occasional emergency or non-traditional work hours as necessary.

Must be able to work in an environment that includes working around firearms and potential handling but not operating.

Must be able to work around potential non-cooperative, intoxicated and/or agitated people.

Required to complete a thorough criminal investigation and all pre-employment requirements.

Required to become certified in the use of State and Federal criminal justice information network systems including; APSIN, NCIC and NLETS

Must be eligible to work in the US; requirements by federal law, if hired must complete employment eligibility verification (I-9).

#### **BENEFITS:**

Reimbursable Moving expense up to \$5,000.

Education incentive per month dependent on degree Associate \$200, BA \$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 per month plus 12 floating holidays.

Free LifeMed membership for employee and dependents

Free Parks, Culture and Recreation membership (employee only).

Eligible for PERS retirement.

If applicable one way airfare will be paid for employee and one dependent.

Eligible for 457 Plans with ICMA- RC or Mutual of America and other Voluntary Benefits.

**TO APPLY: You must 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](http://www.ci.unalaska.ak.us). Return completed forms to City of Unalaska Attn: Administration Department, P.O Box 610, Unalaska, AK 99685; email [mmurdock@ci.unalaska.ak.us](mailto:mmurdock@ci.unalaska.ak.us); or fax 907-581-4469.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

*The City of Unalaska is an Employer of National Service and encourages AmeriCorps, Peace Corps and other national service alumni to apply.*