

**JOB ANNOUNCEMENT**  
**CITY OF UNALASKA**  
**DEPARTMENT OF PUBLIC SAFETY**  
**\*Corrections Division\***

Open Date: November 20, 2020  
Close Date: Open Until Filled

Position: **CORRECTIONS OFFICER**  
Hiring Wage: **\$28.64 - \$30.38 / hour [step 1-3]**

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 statutes, 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:**

If applicable, lump sum bonus (taxable) of \$5,000 upon **successful completion of all pre-employment screening**. (refer to PSEA Collective Bargaining Agreement for details)  
If applicable, lump sum relocation assistance (taxable) of \$5,000 plus one (1) way airfare including one (1) dependent (refer to PSEA for details)  
Work out incentive pay up to \$450 /month  
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 Collective Bargaining Agreement for further details)  
Medical premium 100% employer paid (employee & dependents)  
Paid Time Off starting at 16 hours per month plus 12 Floating Holidays per year  
Free LifeMed membership for employee and dependents  
Free Parks, Culture and Recreation membership (employee only)  
Eligible for PERS Retirement (Public Employees Retirement System)  
Eligible for 457 Plans with ICMA- RC or Mutual of America and other Voluntary Benefits  
Up to 100% tuition reimbursement (must be taken while employed; refer to Title III Personnel Ordinance)

**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](http://www.ci.unalaska.ak.us) [job openings/Employment Forms Link]. Return completed forms to City of Unalaska Attn: Administration Department; 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*