



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

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*Coast Guard City, USA*

*The City and Borough of Sitka is an Equal Opportunity Employer. All qualified candidates are encouraged to apply.*

## **POSITION VACANCY**

### **JAIL OFFICER**

**Starting Wage: \$20.75**

City and Borough of Sitka seeks a qualified team member to fill the full-time, permanent position of Jail Officer. The principal function of an employee in this class is to supervise inmate activities, to ensure the safety of inmates, and the security of the Jail Facility. The work is performed under the direct supervision of the Jail Supervisor. The principal duties of this class are performed in a work environment in which the employee may be subjected to a variety of hazards and the potential for personal injury.

#### **Benefits:**

PERS Defined Contribution Retirement  
SBS Annuities program - 6.13% match  
Employer Paid Life Insurance (employee and dependents)  
Employer Paid Medical Dental Vision (employee and dependents)  
Annual Leave & Sick Leave  
Paid Holidays  
Floating Holidays  
Eligible for 457 Retirement Plans with Empower, ICMA-RC and Waddell & Reed  
Eligible for Supplemental Insurance Plans with USABLE, AFLAC, American Fidelity, and State of Alaska  
PSEA

#### **Tasks:**

- Provides direct supervision of inmates incarcerated within the City and Borough Jail Facility.
- Completes all booking and releases and related procedures, including fingerprinting, photographing, accounting and documentation of inmate's possessions, time accounting, classification, and assignment of inmates to cells. conducting breath tests, collecting urine samples, administering medications, and performing inmate and jail facility searches as needed.

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Providing for today...preparing for tomorrow

- Conducts hourly checks of the inmates and facility, thoroughly documenting the inmates activities, based on set routines and emergency procedures, including monitoring for possible mental or physical health related issues;
- Serves inmate meals, processes special requests, prepares inmates for court appearances and attends to related inmate needs according to prescribed Departmental and Department of Corrections guidelines.
- Performs Jail Facility and cell inspections as necessary.
- Maintains thorough and accurate records of inmate activities and Jail Facility issues.
- Supervises all persons visiting inmates or the Jail Facility.
- Transports inmates to court appearances, medical appointments, the airport, and/or other locations, as needed.
- Keeps immediate supervisor and/or their designee fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Responds to citizens' questions, comments, and concerns in a courteous and timely manner.
- Communicates and coordinates regularly to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Willingness to wear uniform and issued equipment. Willingness to always maintain a professional appearance.
- Performs other related duties as assigned.

**Acceptable Experience and Training:**

- Graduation from high school or possession of a GED; and
- Some related public safety experience; or
- Any equivalent combination of education, work experience, and training which provides the knowledge, skills and abilities necessary to perform the duties of a Jail Officer;

**Skills and Requirements:**

- An understanding of basic Windows program commands.
- Possession of a driver's license issued by the State of Alaska;
- Ability to pass a criminal background check.
- Ability to become APSIN certified within six (6) months of employment;
- Certification from the Alaska Department of Corrections Municipal Correctional Officer Academy, or the ability to obtain certification within one (1) year of employment.

Submit Application to Human Resources via [hr@cityofsitka.org](mailto:hr@cityofsitka.org). or turn it in to Room 300, City Office Building. **Open Until Filled.**