

**JOB ANNOUNCEMENT  
CITY OF UNALASKA  
DEPARTMENT OF PUBLIC SAFETY**

Open Date: June 16, 2022

Close Date: Until Filled

POSITION: **COMMUNICATIONS (DISPATCH) OFFICER**

HIRING WAGE: **\$30.09– \$31.92 / hour [step 1-3] (NOTE: Increases to: \$30.99-\$32.88 {step 1-3} on 07/01/2022)**

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:**

If applicable, lump sum bonus (taxable) of \$5,000 (refer to PSEA Collective Bargaining Agreement for details)

If applicable, reimbursable relocation assistance (taxable) maximum of \$5,000 plus one (1) way airfare including one (1) dependent (refer to PSEA for details)

Work out incentive pay up to \$500 /month

Education incentive per month dependent on degree Associate \$200, BA \$300, Masters \$400

Travel allowance \$2,000 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 13 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 MissionSquare 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: 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 [hr@ci.unalaska.ak.us](mailto:hr@ci.unalaska.ak.us) 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.*