



## CITY OF UNALAKLEET

P.O. Box 28  
Unalakleet, Alaska 99684  
PH: (907) 624-3531  
FAX: (907) 624-3130

### **JOB OPENING – TWO POSITIONS**

**JOB TITLE:** Dispatcher/Jailer (On-Call & Full-Time)  
**REPORTS TO:** Chief of Police  
**STATUS:** Hourly, Non-Exempt  
**WAGE:** Starts at \$18/hour  
**OPEN:** August 1, 2023  
**CLOSES:** Until Filled

#### **JOB SUMMARY**

This employee will answer incoming calls, both 9-1-1 emergency and non-emergency, interview callers to determine nature and priority of each call, transmit messages via phone, and keep a call log. When there are prisoners, employee will tend to prisoners and input prisoner checks into a log. Light cleaning duties as needed.

The Unalakleet Police Department operates on a 7-day, 24-hour basis and dispatchers/jailers are required to work a variety of schedules including nights, weekends, and holidays.

#### **QUALIFICATIONS**

- Must be at least 21 years of age
- High School Graduate or GED
- No felonies within the past 5 years

#### **TO APPLY:**

For an application, stop by the office or visit our website at [unk.gov/forms](http://unk.gov/forms).

For more information regarding the position, please call the police department at 624-3008.