



## CITY OF UNALAKLEET

P. O. BOX 28  
UNALAKLEET, ALASKA  
99684  
PH: (907) 624-3531  
FAX: (907) 624-3130

### JOB OPENING

**Job Title: POLICE OFFICER**

**Reports To: Chief of Police**

**Status: Full-time, Non-Exempt, Hourly**

**Wage: \$21.00**

**OPEN: March 29, 2022**

**CLOSE: UNTIL FILLED**

### QUALIFICATIONS

21 years of age or older

High school graduate or GED

Current, valid Alaska Driver's License

Two years' experience as a Police Officer in Alaska is preferred

Work experience in rural Alaska is also preferred

No Prior criminal convictions of Misdemeanor or Felonies within the past (5) Five years

### DUTIES, RESPONSIBILITIES AND ACCOUNTABILITIES

1. Law Enforcement: Performs routine patrols of the community to protect people and property. Responds to emergency calls. Establishes sufficient probable cause to arrest alleged offenders. Encourages voluntary compliance with the law.
2. Reporting: Prepares documents and writes report regarding cases, incidents, and investigations. Operates computer as needed for information and preparing documents. Ensures professional confidentiality.
3. Communications: Assists other departments and agencies such as Fire Department, Municipal Departments and Law Enforcement Agencies as appropriate. Shares current information to update fellow employees. Attends in service training. Acts as a public relations representative for department.
4. Administrative: Obtains and serves necessary letters, warrants, subpoenas, and summons. Completes detailed and accurate reports, and updates computer records. Appear in court or attend court hearings and trials as required.
5. Teamwork and Cooperation: Performs other duties as required or assigned. Works cooperatively with other employees, external agencies, and the public.

A completed City of Unalakleet Employment Application should be submitted to Chara Blatchford, Chief of Police via mail, fax, in person, or by email.

City of Unalakleet  
PO Box 28  
Unalakleet, AK 99684

Chief of Police  
Chara Blatchford  
[chiefpd@unk.gov](mailto:chiefpd@unk.gov)

Phone: (907)624-3008  
Fax: (907)624-3130

Applicant must successfully complete pre-employment drug screening and other drug screening during service with the Department is a required condition of employment.

**The City of Unalakleet is an At-Will Equal Opportunity Employer.**