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            Chief of Police            Phone: (907)624-3008
PO Box 28                    Chara Blatchford          Fax: (907)624-3130
Unalakleet, AK 99684            chiefpd@unk.gov

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.