

CITY OF WHITTIER, ALASKA

SEASONAL POLICE OFFICER

Posting Date: (3/20/2015)

Closing Date (until Filled)

The City of Whittier, Alaska is seeking a highly capable individual for the position of Seasonal Police Officer for the period May 1 – September 1, 2015. Position may extend until September 30, 2015. This position is open until filled. Review of applications will begin immediately and the position will close when filled.

SALARY: \$18.01-20.85/hour DOE

GENERAL DESCRIPTION: Under minimal supervision from the Director of Public Safety, the incumbent would serve as a patrol officer and be responsible for enforcing laws and statutes; rendering emergency assistance to the public; patrolling all areas of the city; performing crime and accident prevention duties; apprehending criminals; serving arrest warrants; issuing citations for violations of city ordinances and state statutes; investigating accidents and crimes; and identifying and recovering stolen property.

EXAMPLES OF WORK: Responds to emergency calls for Police, Fire and EMS services. Responds to calls for service and assistance, and enforce local, state and federal law. Effects lawful arrests of suspected criminals by taking them into physical custody, conducts investigations of alleged or suspected criminal activity in response to complaints received or information developed in the course of assigned activities. Completes written reports, conducts interviews and testifies at court proceedings

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of, or ability to learn, state and city laws and their enforcement; investigation and law enforcement methods; procedures and policies; and the laws governing and prescribing the powers and authorities of a law enforcement officer; learn criminal justice procedures; and ability to operate equipment used in law enforcement. Applicant must have the ability to maintain confidentiality and security. Problem solving ability, use of common sense, and the ability to quickly analyze situations and respond accordingly are necessary. Must have the ability to establish and maintain productive working relationships with various people and organizations. Must have excellent written and oral communication skills and the ability to follow complex written and oral instructions. Must have the ability to work under pressure, to maintain professionalism under pressure, to manage simultaneous tasks and projects, and to meet multiple deadlines

EDUCATION AND EXPERIENCE: High school diploma or GED required. Experience working with the public helpful. Problem solving skills are necessary. POST Academy preferred.

LICENSES AND SPECIAL REQUIREMENTS: Must be at least 21 years of age. Must meet APSC standards for certification as a police officer. Graduation from a police academy and police officer certification is highly desirable. Valid Alaska driver's license or the ability to obtain one prior to operating a city vehicle. Employees are required to carry and be proficient with a firearm. As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work. Subject to criminal history background check, and physical showing acceptable results prior to offer of employment. Interview process may consist of a written test, oral board interview, physical fitness test, polygraph and psychological test. Must present work authorization identification within three days of hire (INS requirement).

TO APPLY: submit a City of Whittier application, resume, authorization to release information form, a cover letter, three professional references and F-3 Form to the Director of Public Safety in City Hall by one of the following methods: in person, mail to P.O. Box 608, Whittier, AK 99693, e-mail to publicsafety@whittieralaska.gov, or fax to 907.472.2344. Applications are available at City Hall, or on line at http://whittieralaska.gov/employment_opportunities.html APSC Form F-3 is available at <http://www.dps.state.ak.us/APSC/forms.aspx>.