

CITY & BOROUGH of YAKUTAT
JOB ANNOUNCEMENT FOR PART TIME POLICE OFFICER
The City & Borough of Yakutat is an equal opportunity employer
Closes at 5:00 p.m. June 6, 2017

The City & Borough of Yakutat, Alaska is seeking to hire a Part-time POLICE OFFICER up to 29 hours per week. The department is housed within a spacious, up-to-date public safety building. Police officers work under the direction and supervision of the chief of police. This posting may be used to fill multiple vacancies.

Yakutat proper is a community of approximately 650 residents, with a seasonal influx of visitors, sport fishermen and seasonal workers. The Borough encompasses about 9,460 square miles of mostly wilderness. Its boundaries are the Canadian border to the north, Cape Suckling to the west, and a line just north of Cape Fairweather to the east. Yakutat is relatively isolated, with no road connections; however, the community is served by Alaska Airlines jet service twice daily and the state ferry service during the summer months.

Required Skills, Knowledge and Abilities:

1. The ability to comprehend department rules and regulations with a thorough understanding of proper departmental operation procedures.
2. Knowledge of laws, ordinances, rules, regulations, including but not limited to laws of arrest and search and seizure.
3. The ability to enforce laws with fairness, tact and impartiality.
4. Skilled in the use of firearms.
5. The ability to perform analytical tasks and subsequently develop and prepare concise written instruction, comprehensive letters, memoranda and reports, addressing statements, problem and needs, alternatives to resolutions and recommended actions.
6. Possess the ability to make independent judgments.
7. Considerable knowledge of the principals and practices of modern police administration, police methods and patrol and investigations.

Minimum Qualifications:

1. U.S. Citizen.
2. 21 years of age or older.
3. Certified as a police officer through the Alaska Police Standards Council, or certified as a police officer in another state or jurisdiction. Alaska certified police officer preferred. If not certified candidate must be eligible to complete the police academy within one year if hired as a full time officer.
4. Must be able to pass a comprehensive background investigation, medical examination and drug testing.

Salary Range \$23.00 - \$25.00 per hour DOE. Does not Include PERS, Health Insurance

Contact Information: Please send cover letter, resume' and complete APSC form F-3 form to:

recruitment@yakutatak.us

or by fax at 907-784-3523 attention recruitment.

F-3 Form <http://dps.alaska.gov/APSC/docs/forms/F-3.pdf>

City & Borough of Yakutat, Alaska

JOB TITLE: Part Time Police Officer

JOB CODE: SALARY LEVEL:

DEPARTMENT: Police SHIFT: Varies

REPORTS TO Chief of Police

APPROVED BY: Jon Erickson, CBY Manager

DATE: May 23, 2017


(Initials)

DUTIES: Under supervision of the Police Chief or Lieutenant, makes reports of investigations and activities, conditions dangerous to the public and unusual circumstances of interest to the police force and the general public.

May be required to patrol areas of the borough by small aircraft and operate motor vehicles, boats or ATVs (All-Terrain Vehicles).

Assists other law enforcement agencies as requested or as assigned.

Gives presentations and speeches before community groups.

Participates in Search and Rescue operations, EMS and Fire related activities and calls, public educational programs and special training sessions. May be required to perform special police/community relations assignments.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION: High school diploma or equivalent.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES: Must possess or obtain an Alaska Driver's License by date of appointment.

Shall be certified as a police officer through the Alaska Police Standards Council, or become eligible for certification within one year of hire, unless an extension is granted. Alaska certified police officer preferred.

Will be required to successfully pass all phases of the selection process: Extensive background, medical and drug testing.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works in high, precarious places and with explosives and is occasionally exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderate.