



MUNICIPALITY OF SKAGWAY

GATEWAY TO THE KLONDIKE
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JOB ANNOUNCEMENT POLICE DISPATCHER

The Municipality of Skagway is accepting applications for a Police Dispatcher. This is a full-time (40 hours) position. This position is eligible for benefits.

WAGE RANGE: Grade 13, Step One-Entry level wage - \$21.23 per hour.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- High School Diploma or equivalency.
- Valid Alaska State drivers license.
- Office machine, radio, telephone, and computer literacy.
- The ability to gather information; ascertain the fact; the ability to speak and write effectively.
- The ability to pass all Local, State and Federal background checks in order to access the same.
- The ability to maintain confidentiality.
- The ability to make decisions and work under partial supervision.

DUTIES:

This position works under the direction of the Police Chief and performs a full range of clerical, office, and inspection duties. This is a non-commissioned position.

- Answering telephone, information requests, and correspondence.
- Maintaining office records; entering data related to State traffic citations, State Uniform Crime Reports, Court records and judgments.
- Answering and dispatching emergency calls for police, fire, ambulance and the National Park Service.
- Running computer NCIC and ASPIN checks for officers in the field via the radio and telephone.
- Issuing State of Alaska Driver's License and ID cards.

*Applicants must submit a completed Municipality of Skagway application form to the borough office at the address above. **This Position is open until filled.***

Contact the borough office at the address or phone number above or by email at m.gihl@skagway.org for an application or further information. The application can also be downloaded from the website at www.skagway.org.

The Municipality of Skagway is an equal opportunity employer.