

HAINES BOROUGH: HAINES, ALASKA
PUBLIC NOTICE- POSITION OPENING
EMERGENCY COMMUNICATIONS I



The Haines Borough is accepting applications for a regular, full-time EMERGENCY COMMUNICATIONS I position (40 hours a week) for the Haines Borough Police Department. The position may be filled at EC 2 if the applicant has prior dispatch experience.

General Description: This position is under the general supervision of the Chief of Police and Emergency Communications Supervisor and performs a variety of dispatch functions for law enforcement, fire services, and emergency medical services, as well as ancillary jail duties (book, lodge, feed, and supervise prisoners).

Minimum Qualifications: High school graduate (or equiv.) and valid Alaska Driver's license. No felony convictions. No misdemeanor convictions involving drugs or moral turpitude within the last 10 years. An extensive background investigation will be required.

Preferred Qualifications: Two (2) years or more experience as a dispatcher in a public safety organization. APCO certification. At least one-year clerical experience including accurate keyboarding (45 wpm), filing, and public contact is preferred.

Annual Compensation: Starting wage range is \$21.96-25.60/hr DOE. Additional- \$1.00/hr. shift differential for swing shift and \$2.00/hr. shift differential for grave shift). This position includes PERS & SBS retirement, health insurance, and personal leave, paid holidays and is eligible for union membership (subject to union dues). A six-month probationary period applies. The position is subject to mandatory overtime to meet operational requirements.

Application Deadline: Open until filled.

Application Procedure: Submit, via mail, fax, or email, a completed Haines Borough application form. The application and job description may be found at www.hainesalaska.gov or by contacting:

Office of the Borough Clerk
P.O. Box 1209, Haines, AK 99827
Haines Borough Administration Building, 103 S. Third Ave.
Phone: 907-766-6402 Fax: 907-766-2716
Clerk@haines.ak.us

Contact Sgt. J. Dryden with any questions. 907-766-2121