



**City of King Cove**  
**Job Description**

Title: Police Officer

Classification: Exempt, salaried, permanent, full-time.

General Statement of Functions: The Patrol Officer is charged with the protection of the lives and property of community members in the areas of local police services.

Job Functions and Activities:

1. Enforce local, state, and federal laws.
2. Provide police patrol services during a regular shift, assigned by the King Cove Chief of Police.
3. Available to provide non-shift assignment support services to the Police Department when requested by the Chief of Police or other police officers. Officer is in an on-call capacity to provide emergency services.
4. Prepare city, state, or federal reports associated with the enforcement of applicable laws; for example, citations and arrest reports.
5. Assist other officers of the City Police Department to perform duties of the Police Department.
6. Carry out and adhere to the rules and regulations of the King Cove Police Department.
7. Perform other related duties.

Supervisory Authority: None, unless otherwise designated, in writing by the Chief of Police.

External Visibility/Contact: High public visibility/contact.

Working Conditions: The Police Officer position is under the direct supervision of the City's Chief of Police.

Required Skills, Knowledge and Abilities:

1. Knowledge in department rules and regulations with thorough understanding of proper departmental operation procedures.
2. Knowledge of laws, ordinances, rules and regulations, including laws of arrest, search and seizure.
3. Ability to enforce laws, ordinances and regulations with firmness, tact, and impartiality.
4. Skilled in the use of firearms.
5. Good investigative background and skills.

6. Possesses the ability to make good independent judgments.
7. Has the ability to inspire others to perform at a high level and to hold this respect.
8. Has considerable knowledge of the principals and practices of modern police administration and police methods or patrol and investigation.
9. Has the ability to perform analytical tasks and subsequently develop and prepare concise written instructions, comprehensive letters, memorandums and reports addressing statements or problems and needs, alternatives to resolutions and recommend actions.

Minimum Qualifications:

1. Citizen of the United States or a resident alien in the United States who intends to become a citizen of the United States.
2. 21 years of age or older.
3. Certified or certifiable by the Alaska Police Standards Council.
4. Has not been convicted by a court of a crime, which is classified as a felony in the State or in the jurisdiction where committed or which would prevent legal ownership or possession of a firearm.
5. Good moral character.
6. High school graduate or has passed G.E.D. test indicating high school graduation level.
7. Physically sound.
8. May require a complete physical and be tested for drugs prior to being hired.

Please submit cover letter, resume, references and APSC Form F-3 to:

Chief Robert Gould

[KingCoveDPS@gmail.com](mailto:KingCoveDPS@gmail.com)

(907) 497-2210