



City of Kodiak  
**KODIAK POLICE DEPARTMENT**  
Office of the Chief of Police



**CITY OF KODIAK JOB ANNOUNCEMENT**  
**Police Officer**

**CLASSIFICATION and WAGE: B24: Starting at \$22.10/hour DOE/DOQ**  
Open until filled

The City of Kodiak is recruiting for a regular, full-time **Police Officer** in the Kodiak Police Department.

**RESPONSIBILITIES:** The employee occupying this position is responsible for upholding and enforcing local, state and federal laws. Specific responsibilities include, but are not limited to: conducting patrol duties; apprehending suspects and taking statements; responding to emergencies; directing traffic; investigating crimes; preparing documents and drafting search warrants; and preparing police reports.

**MINIMUM REQUIREMENTS:** Must be 21 years of age at time of application. Have a high school diploma or General Educational Development (GED); up to one year of specialized or technical training beyond high school, and one year of law enforcement experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Hourly wage depends on experience and qualifications. Valid Alaska driver's license or ability to obtain within 30 days of hire. Must meet all the requirements of the Alaska Police Standards Council for certification.

**KNOWLEDGE, SKILLS & ABILITIES:** Knowledge of modern police practices and methods; departmental procedures, rules and regulations; effective methods of investigation; applicable federal, state, and local laws and ordinances are preferred.

**PHYSICAL REQUIREMENTS:** Position typically requires: balancing, stooping, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Position requires heavy work: exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

**WORKING CONDITIONS:** Some work is performed in an office environment. Occasional hazardous conditions and physical effort in dealing with armed or dangerous persons. Occasional exposure to inclement weather. Non-traditional work hours may be required; may be assigned to shift work with shift and days off on a rotational basis, requiring work that exceeds 8 hours a day, or 40 hours per week. Subject to scheduled overtime and/or recall when off duty. Must wear a uniform and maintain grooming standards.

Submit completed and signed original City of Kodiak employment application to the City Manager's Office at 710 Mill Bay Road, Room 114 by 4:00 P.M. M-F. Please include a copy of your high school diploma or GED certificate, birth certificate, driver's license and if prior military a copy of your DD-214. Please see our website <http://www.city.kodiak.ak.us/hr/jobs> for a complete job description of this position and the City of Kodiak employment application or pick up an application at the City Manager's Office. Faxed or emailed applications will not be accepted. The City of Kodiak offers a generous benefits package, which includes vacation and sick leave, 100% employer paid medical insurance and public employees' retirement.

Mike Tvenge, City Manager

Timothy Putney, Chief of Police

**The City of Kodiak is an Equal Opportunity Employer**

*"Striving for excellence – Serving the community"*

2160 Mill Bay Road – Kodiak, Alaska 99615 – 907.486.8000 voice – 907.486.8925 fax