



City of Whittier
Gateway to the Western Prince William Sound
P.O. Box 608, Whittier, Alaska 99693
Main: (907) 472-2327 • Fax: (907) 472-2404

JOB DESCRIPTION FULL-TIME POLICE OFFICER

Posting Date 01/31/2024

Closing date open until filled

POSITION TITLE: Police Officer
DEPARTMENT: Department of Public Safety
SUPERVISOR: Director of Public Safety
CLASSIFICATION: Full-Time, Non-Exempt - Hourly
WAGE: \$30.29 - \$36.84 DOE
BENEFITS: This position comes with a full benefit package

The City of Whittier, Alaska is seeking a highly capable individual for the position of full-time Police Officer. This position is open until filled. Review of applications will begin immediately, and the position will close when filled.

POSITION SUMMARY: Under supervision from the Director of Public Safety, the incumbent would serve as a patrol officer and be responsible for enforcing laws and statutes; rendering emergency assistance to the public; patrolling all areas of the city, Anton Anderson Memorial Tunnel, and Girdwood; performing crime and accident prevention duties; apprehending criminals; serving arrest warrants; issuing citations for violations of city ordinances and state statutes and state administrative codes; investigating accidents and crimes; and identifying and recovering stolen property. Responds to emergency calls for police and provides assistance to Fire and EMS services. Applicant must have the ability to maintain confidentiality and security.

ESSENTIAL FUNCTIONS: Knowledge of, or ability to learn, state and city laws and their enforcement; investigation and law enforcement methods; procedures and policies; and the laws governing and prescribing the powers and authorities of a law enforcement officer; learn criminal justice procedures; and ability to operate equipment used in law enforcement.

- Must possess problem solving ability, use of common sense, and the ability to quickly analyze situations and respond accordingly are necessary.
- Must have the ability to establish and maintain productive working relationships with various people and organizations.
- Must have excellent written and oral communication skills and the ability to follow complex written and oral instructions.
- Must have the ability to work under pressure, to maintain professionalism under pressure, to manage simultaneous tasks and projects, and to meet multiple deadlines.
- Interviews victims, witnesses, suspects, experts, and other persons.
- Effectively operates tools and equipment necessary for surveillance, investigation, and analysis.
- Communicates with victims and other concerned parties regarding case status and progress.

- Collaborates with prosecution to prepare for court appearances; testifies in court regarding means and methods used in investigation.
- Safeguards evidence from contamination.
- Performs other related duties as assigned.

REQUIRED SKILLS/ABILITIES:

- Excellent verbal and written communication skills including strong interview and interrogation skills.
- Thorough understanding of police and investigative procedures, processes, and techniques.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced and at times stressful environment.
- Extensive knowledge of criminal law and procedure.
- Ability to handle and operate weapons and police equipment correctly and safely.
- Proficient with Microsoft Office Suite or related software.
- Proficient with or the ability to quickly learn investigative tools, applications, and software.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent required; Associate degree in Political Science, Public Administration, or related field preferred.
- Graduation from police academy preferred.
- At least three years of police force experience required.
- Valid driver's license and good driving record required.

PHYSICAL REQUIREMENTS:

- Job is inherently dangerous and presents substantial risk to life and limb.
- Prolonged periods of sitting at a desk and working on a computer, and walking, bending, and climbing at crime scenes.
- May require periods of running or extremely heavy lifting to apprehend suspects or assist victims.
- Must be able to lift up to 50 pounds at a time.
- Must be able to perform duties in a variety of weather conditions.

LICENSES AND SPECIAL REQUIREMENTS:

Must be at least 21 years of age. Must meet APSC standards for hiring and certification as a police officer. Graduation from a police academy and police officer certification is highly desirable. Valid Alaska driver's license or the ability to obtain one prior to operating a city vehicle. Employees are required to carry and be proficient with a firearm. As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work. Subject to criminal history background check, and physical showing acceptable results prior to offer of employment. Interview process may consist of a written test, oral board interview, physical fitness test, polygraph, and/or psychological test. Must present work authorization identification within three days of hire (INS requirement).

APPLICATIONS MAY BE FILED ONLINE AT: <http://www.whittieralaska.gov/employment> Submit a City of Whittier application, resume, authorization to release information form, a cover letter, three professional references and F-3 Form