



CITY OF SAINT PAUL
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JOB ANNOUNCEMENT

POSITION TITLE AND DEPARTMENT/DIVISION:

Police Officer with Department of Public Safety. Two officer positions are available.

POSITION LOCATION:

St. Paul Island, Alaska.

POSITION CLASSIFICATION AND HOURS:

Regular Appointment, Full-Time; Hours may vary.

JOB SUMMARY:

A Police Officer performs general duty police work in the protection of life, property and preservation of peace through the enforcement of laws, regulations, and city ordinances.

This position works under the supervision of the Director of Public Safety/Chief of Police, the Police Sergeant, and/or delegated supervisory officer. Work is performed independently. Assignments are received in the form of general outlines of what is to be accomplished and the employee determines the most appropriate course of action consistent with departmental rules, regulations and procedures.

The position involves extensive contact with the public and occasional contact with all entities on St. Paul Island and other law enforcement agencies. Contact requires the exercise of diplomacy in dealing with controversial and potentially violent situations. The working environment is inherently dangerous due the nature of the position and the work involved.

ESSENTIAL JOB FUNCTIONS:

The following are essential job functions of a Police Officer:

1. Patrols the City of Saint Paul in city vehicles and on foot to preserve the peace, prevent criminal activity, enforce state criminal and traffic laws and City ordinances.
2. Monitors, screens and responds to calls for service including but not limited to disturbances, suspicious circumstances, citizen assistance, and reported criminal activity.
3. Investigates reported criminal complaints and activity and violations of motor vehicle laws and takes appropriate action or refers to other agencies as required.
4. Completes written incident reports on violations of the law.
5. Completes criminal court complaints on identified violations of the law. Prepares cases for prosecution and testifies in court as required.
6. Collects, protects, transports, and records all items of evidence as required.
7. Assumes control at emergency scenes and situations, protects the public from danger.
8. Takes appropriate action with persons identified as violators of the law by taking them into physical custody, subduing or restraining them if necessary, searching their person, explaining the reason for arrest and advising them of their constitutional rights, and transporting them to the police station for further processing.
9. Conducts interviews with witnesses, victims and alleged suspects as required for case preparation.
10. Conducts formal investigations at crime scenes.
11. Conducts security checks on identified buildings and city property.
12. Assists the public with requests for assistance, referrals and general information.
13. Assists with the receiving, identification processing, booking and transportation of prisoners. Transports prisoners on and off St. Paul Island as required.
14. Assists other emergency workers as needed or directed.
15. Provides assistance, information, and advice to other law enforcement agencies on request.

16. Serves civil papers and summons; executes warrants for arrest.
17. Provides EMS services to the community.
18. Operates firearms, chemical weapons, public safety vehicles, emergency equipment and restraint devices.
19. Maintains, secures and ensures the safety, cleanliness and up-keep of assigned vehicles, equipment and firearms.
20. Performs other activities as required or as directed by the Director of Public Safety/Chief of Police, Police Sergeant, or designee.

QUALIFICATIONS:

1. Must be at least twenty-one (21) years of age.
2. High school diploma or GED. Associates Degree in police science or related field preferred.
3. Must possess a valid Alaska Driver's License or ability to obtain within thirty (30) days from date of hire. Must have a clean driving record.
4. Must possess Emergency Trauma Technician or Emergency Medical Technician I certification or have the ability to obtain within one (1) year from date hire.
5. Must possess Alaska Basic State Police Certification or certification from another state with the ability to obtain Alaska certification within one (1) year from the date of hire.
6. Must be able to maintain physical fitness standards required by the Department.
7. Must possess ICS 100, 200 certifications or have the ability to obtain within one (1) year from date hire.
8. Other certificates, licenses, and registrations deemed appropriate or required for the various public safety functions.
9. Must be a team player.
10. Must have computer literacy skills, including knowledge of RMS systems.
11. Must be able to communicate effectively, orally and in writing.
12. Two (2) or more years of experience in law enforcement as a patrol officer.
13. Knowledge of laws, ordinances, rules, and regulations, including laws of arrest, search and seizure.
14. Knowledge of principles and practices of modern policing, community policing, patrol and investigations.
15. Possesses the ability to make good independent judgments.
16. Good moral character.
17. Other combinations of education and experience which could provide the knowledge, skills and abilities listed will be evaluated on an individual basis.
18. Proficiency with a firearm.
19. Must pass a criminal and personal background investigation, and may be required to submit to a psychological evaluation, drug and alcohol testing, and polygraph testing.

WAGE AND BENEFITS:

This is a salaried position ranging from \$47,507 to \$66,040 per year, depending on education, experience, and skills. Standard City of Saint Paul benefits per City ordinance.

RELOCATION AND HOUSING:

A relocation allowance will be provided. Airfare to St. Paul Island will be provided. Housing accommodations will be made available at residential rates.

DEADLINE:

This position is open until filled. Apply at the City of Saint Paul during normal business hours by completing a resume and Application for Employment or by requesting and completing a resume and Application for Employment electronically. Applicants with incomplete applications will not be considered for the position. For an Application for Employment, Job Description, or more information contact Phyllis Swetzof, City Clerk at phyllis@stpaulak.com or at www.stpaulak.com.

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