MUNICIPALITY OF
SKAGWAY
GATEWAY TO THE KLONDIKE
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JOB ANNOUNCEMENT
POLICE DISPATCHER

The Municipality of Skagway is accepting applications for a Police Dispatcher. This is a temporary position working through the end of July, 2022 and is not eligible for benefits.

WAGE RANGE: Grade 13, Step One-Entry level wage - $23.01 per hour.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- High School Diploma or equivalency.
- Valid Alaska State driver’s license.
- Be able to obtain and hold a security clearance meeting the requirements of the Alaska Public Safety Information Network (APSIM).
- Qualify and pass all initial and bi yearly APSIN exams. Protection of APSIN information required by state law.
- Knowledge of various office technology, radio, telephone, and computer literacy.
- The ability to pass all Local, State and Federal background checks in order to access the same.
- The ability to maintain confidentiality.
- Knowledge of computer retrieval and entry information systems.

DUTIES:

- Maintain office records; enter data related to State traffic citations, State Uniform Crime Reports, Court records and judgments.
- Answer and dispatch emergency calls for police, fire, ambulance and the National Park Service.
- Run computer NCIC and APSIN checks for officers in the field via the radio and telephone.
- Must be able to complete Special training to comply with Emergency Medical Dispatch requirements.
- Maintain records, perform work in accordance with Departmental regulations and procedures prescribed by superior officers.
- Receive, document, and transmit information relative to local and state law enforcement, fire, emergency medical responses and other emergency activities.
- Monitor an individual in a holding cell and interact with that person through an intercom system.

Applicants must submit a completed Municipality of Skagway application form to the borough office. This position is open until filled. Contact the borough office by email at m.gihl@skagway.org for an application or further information. The application can also be downloaded from the website at www.skagway.org.

The Municipality of Skagway is an equal opportunity employer.