

## **CITY OF WHITTIER, ALASKA POLICE OFFICER**

The City of Whittier, Alaska is seeking a highly capable individual for the position of Police Officer. This position is open until filled. Review of applications will begin August 31, 2009.

**GENERAL DESCRIPTION:** Under minimal 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; performing crime and accident prevention duties; apprehending criminals; serving arrest warrants; issuing citations for violations of city ordinances and state statutes; investigating accidents and crimes; and identifying and recovering stolen property.

**EXAMPLES OF WORK:** Responds to emergency calls for Police, Fire and EMS services. Responds to calls for service and assistance, and enforce local, state and federal law. Effects lawful arrests of suspected criminals by taking them into physical custody, conducts investigations of alleged or suspected criminal activity in response to complaints received or information developed in the course of assigned activities. Completes written reports, conducts interviews and testifies at court proceedings

**KNOWLEDGE, SKILLS AND ABILITIES:** 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. Applicant must have the ability to maintain confidentiality and security. 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

**EDUCATION AND EXPERIENCE:** High school diploma or GED required. Experience working with the public helpful. Problem solving skills are necessary

**LICENSES AND SPECIAL REQUIREMENTS:** Must be at least 21 years of age. Must meet APSC standards and obtain Basic certificate within 12 months of hire. Valid Alaska driver's license or the ability to obtain one within 30 days of hire, and 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 psychological test. Must present work authorization identification within three days of hire (INS requirement).

**SALARY:** \$20.52/hour. Excellent benefits. To apply, submit a City of Whittier application, resume, authorization to release information form, a cover letter, three professional references and F-3 Form to the Director of Public Safety in City Hall by one of the following methods: in person, mail to P.O. Box 608, Whittier, AK 99693, e-mail to [publicsafety@whittieralaska.gov](mailto:publicsafety@whittieralaska.gov), or fax to 907.472.2404. Applications are available at City Hall, or at: [http://whittieralaska.gov/documents\\_forms.html](http://whittieralaska.gov/documents_forms.html).

APSC Form F-3 is available at:  
<http://www.dps.state.ak.us/APSC/forms.aspx>.

**Direct deposit of payroll is mandatory within 30 days of employment.  
The City of Whittier is an equal opportunity employer and a “drug free” workplace**