



# MUNICIPALITY OF SKAGWAY

GATEWAY TO THE KLONDIKE  
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## JOB ANNOUNCEMENT Community Service Officer (CSO)

The Municipality of Skagway is accepting applications for the position of Community Service Officer (CSO). This is a full-time, seasonal position and is not eligible for municipal benefits.

**WAGE RANGE:** Grade 13, \$31.97-\$34.42 per hour, rate of pay at appointment DOE not to exceed the current pay scale step #4.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- High School Diploma or equivalency.
- Valid driver's license.
- Knowledge of various office technology, radio, telephone and computer literacy.
- The ability to gather information; ascertain the facts; the ability to speak and write effectively.
- The ability to pass all Local, State and Federal background checks.
- The ability to maintain confidentiality.
- The ability to read and understand municipal code and enforce municipal code violations.
- The ability to make decisions with little to no supervision.
- The ability to read, understand and enforce basic laws.
- Ability to tactfully handle sensitive or dangerous situations.

### DUTIES AND RESPONSIBILITIES:

- Actively patrol the core of the townsite, focusing on but not limited to the business, historic, and waterfront districts, mainly enforcing parking regulations and other municipal code infractions related to the respective districts.
- Enforce municipal animal control and nuisance ordinances as necessary.
- Properly document enforcement action and other calls for services responded to.
- Act as an ambassador to the community assisting visitors, business owners, seasonal workers, and citizens with guidance and answer their questions when asked in a neutral and individualized manner.
- Assisting officers and other agencies including but not limited to the following tasks: traffic control, gathering pertinent information, documenting damages, and other duties as necessary.
- May be trained and required to carry and if needed deploy a conducted energy weapon in defense of self and/or others.
- Other duties as assigned by Police Chief or their designee.

**This is not a full job description.** Applicants must submit a completed Municipality of Skagway application form to the borough office at the above address or by email at [a.lawson@skagway.org](mailto:a.lawson@skagway.org). **THIS POSITION IS OPEN UNTIL FILLED.** For an application or job description, please contact [a.lawson@skagway.org](mailto:a.lawson@skagway.org). The employment application is also available on the municipal website, [www.skagway.org](http://www.skagway.org).

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The Municipality of Skagway is an equal opportunity employer.