



# MUNICIPALITY OF SKAGWAY

GATEWAY TO THE KLONDIKE  
P.O. BOX 415, SKAGWAY, ALASKA 99840  
(PHONE) (907) 983-2297  
(FAX) (907) 983-2151  
[www.skagway.org](http://www.skagway.org)

## JOB ANNOUNCEMENT POLICE OFFICER

The Municipality of Skagway is accepting applications for the position of Police Officer. This is a full-time, year-round position, working 40+ hours per week and is eligible for municipal benefits.

**WAGE RANGE:** Grade 16, \$38.31-\$41.26 per hour, rate of pay at appointment DOE not to exceed the current pay scale step #4.

**MUNICIPAL BENEFITS:** Comprehensive benefits package which includes PERS Retirement, Medical, Dental and Vision health insurance, Life Insurance and more. Paid Holidays, Vacation and Sick leave.

**DUTIES:** The Police Officer works under the direction of the Police Sergeant and is responsible for providing police services to the Municipality of Skagway through a variety of police patrol, investigation, and enforcement functions. The officer seeks protection of life and property and preservation of peace through enforcement of applicable state laws and Municipal ordinances.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- The equivalency of a high school diploma;
- A valid Alaska State Driver license;
- Strong interpersonal and communication skills; the ability to work effectively with a variety of people and entities;
- Good physical conditioning and a service orientated attitude;
- Knowledge of State, Federal, and local laws and ordinances;
- Principles and techniques of investigation, interrogation and scientific crime detection, court procedures and policies;
- Police department administration procedures, policies;
- Laws of arrest, rules of evidence, citizen's legal rights, civil procedures, court procedures;
- First aid treatment;
- Operation of modern police equipment;
- Ability to think clearly and quickly in emergency situations; observe and accurately record events and effectively adopt a course of action;
- Work irregular hours; tactfully handle sensitive or dangerous situations; maintain the personal presence and appearance to act effectively within the department and community.

### DUTIES AND RESPONSIBILITIES:

- Perform routine foot and mobile patrols, responding to emergency calls, establishing sufficient probable cause for arresting alleged offenders;
- Perform investigations and prepare appropriate reports;
- Attend training to ensure competency;
- Work with Court entities relating to criminal and juvenile cases;
- Participate in emergency calls; search and rescue operations; and public education and police community relation assignments.

The position also requires the ability to meet personal and physical characteristics prescribed by Alaska Police Standards Council for police officer employment; favorable results in extensive background investigation; and eligible for an APSC Basic Certificate.

**This is not a full job description.** Applicants must submit a completed Municipality of Skagway application form and resume 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, job description or benefit information, 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.