City of Cordova
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CITY OF CORDOVA

Office of Chief of Police

JOB ANNOUNCEMENT

The Human Resources Department is accepting applications for a Regular, Full-Time

PUBLIC SAFETY OFFICER

STARTING PAY RANGE: $23.62 – 28.57 per hour, DOE, + benefits

PAY RANGE: $23.62 – 32.30 per hour, + benefits

FIRST REVIEW OF APPLICATIONS: November 9, 2016

Applications and additional information available at City Hall; 424-6200

The City of Cordova is an equal opportunity employer

JOB DESCRIPTION

POSITION TITLE:	PUBLIC SAFETY OFFICER Serves a 12 month probationary period
DEPARTMENT:	PUBLIC SAFETY
SUPERVISOR:	POLICE CHIEF
POSITION SUMMARY:	ENFORCES CITY AND STATE CRIMINAL LAWS, PROTECTS LIFE AND PROPERTY; ENSURES PUBLIC SAFETY IN THE CITY.

ESSENTIAL FUNCTIONS:

1. Enforces law for the protection of the community.
2. Responds to emergency calls involving public safety.
3. Investigates criminal complaints.
4. Conducts searches and seizures; collects, prepares and presents evidence; testifies in court.
5. Works cooperatively with State and Federal Enforcement agencies, as necessary to achieve public safety needs of the City.
6. Writes investigative, incident, activity, and similar reports.
7. Makes arrests.
8. Enforces motor vehicle laws; pursues and apprehends violators; enforces "driving under the influence" laws, including collecting evidence and operating blood alcohol testing device.
9. Performs preventative public safety patrols.
10. Reconstructs and investigates accident scenes.
11. Performs jail duties.

MARGINAL FUNCTIONS:

1. Operates official police vehicle and performs facilitates maintenance and minor repairs as needed.
2. Trains city employees and the public in crime prevention and related public safety activities.

OTHER RESPONSIBILITIES:

1. Performs other duties as assigned.

EDUCATION, EXPERIENCE AND ESSENTIAL SKILLS:

1. High School diploma or GED required, college degree preferred.
2. Successful completion of an Alaska Police Standards Council [APSC] approved academy is required within 12 months. Current certification as a Police Officer and/or Graduation from an accredited Police Academy is highly preferred.
3. Possess a Basic Certificate from the Alaska Police Standards Council, or ability to obtain such certification within 12 months of date of hire. (Certified out of state officers must attend a two week APSC recertification academy in Alaska within 12 months).
4. Working knowledge of: state statutes and municipal ordinances, applicable laws of arrest, search, and seizure; applicable rules of evidence; criminal activity; collection and preservation of evidence; courtroom procedures; accident reconstruction; applicable public safety policies and procedures; legal liabilities, preferred.
5. Demonstrated ability to: Interpret and apply motor vehicle codes and criminal laws; communicate effectively in English both orally and in writing; organize data and testify in court; operate a vehicle in pursuit situations; physically restrain subjects; make arrests; proficiently use weapons and operate equipment associated with public safety.
6. Ability to interface and work with the public, peers, supervisors, local and governmental officials and agencies with discretion, tact and courtesy.
7. Ability to work with minimal supervision, handling multiple tasks; establishing priorities and schedules and meeting deadlines.
8. Ability to work flexible hours and shifts, including night and/or weekend work as necessary.
9. Possess and maintain a valid Alaska driver's license in good standing.
10. Obey all safety rules.
11. Ability to carry out orders with precision and speed.
12. Ability to make decisions quickly and accurately.
13. Ability to complete all required training as determined by the Chief of Police and/or City Manager.
14. Must be able to engage in extensive physical exertion such as running, climbing and jumping over or under obstacles in pursuit of criminal suspects requiring the ability to use both arms and both legs effectively. May also be required to lift, drag or use other means to move injured persons or persons in dangerous situations. May be exposed to extreme weather conditions and may be required to assist citizens stranded due to weather related emergencies. May be exposed to verbal and physical abuse by suspects or other people encountered in antagonistic situations. Periodic examinations of physical agility may be required.

ABOUT THE CORDOVA POLICE DEPARTMENT HIRING PROCESS:

Applicants should be aware of the following hiring process followed by the City of Cordova Police Department:

1. Applicants complete and submit by mail, fax or e-mail the required signed and notarized City of Cordova Job Application, Release of Information Waiver and APSC F-3 Form. (The original forms should be mailed if initially submitted by fax or e-mail)
2. Applicants are initially screened for minimum qualifications and disqualifying driving and/or Criminal Histories
3. Accepted applicants will be required to pass a written National Police Officer Selection Test (Proctored or in-person)
4. Successful applicants will then be invited to an initial interview, either in person or electronic
5. Selected candidates will be offered a conditional offer of employment providing they:
    a. Pass subsequent psychological testing and a comprehensive background investigation;
    b. Submit APSC F-2 Health Questionnaire indicating they are physically fit for duty; and
    c. Pass the City of Cordova mandatory pre-hire drug screening.
6. A formal offer of hire and report date is presented to the successful candidate(s)

If you have any questions or concerns about this process please contact the Police Chief, Mike Hicks at (policechief@cityofcordova.net) or the Human Resources Director, Cindy Appleton at (humanresources@cityofcordova.net).