

Sitka Police Department Now Hiring

DISPATCH AND RECORDS CLERK



**Position open until filled.
Apply in person at
100 Lincoln St. in Sitka.**

On-site view of job specifications
can be scheduled by contacting
Lyn at **(907) 747-3245**.

Return completed applications and
proof of typing speed to Human
Resources or Utilities Office.

Call (907) 747-1816 or email
hr@cityofsitka.org with any
questions.

This is a full-time, benefited position in Sitka, Alaska. It includes 100 percent employer-paid health benefits (medical, dental and vision) for employee and dependents. Starting wage is \$19.78 per hour.

REQUIREMENTS:

- Perform a variety of routine clerical, administrative and technical work in receiving and dispatching routine and emergency information.
- Knowledge of or ability to learn office practices and procedures and the use of office equipment and multi-line telephone system and multi-channel two-way radio.
- Knowledge of or ability to learn procedures and precedents for collecting, summarizing and relating data which is highly confidential and/or sensitive.
- Ability to maintain confidentiality of information. Ability to learn access procedures and use of a variety of databases.
- The ability to deal effectively with persons of varied backgrounds.
- Must possess the ability to perform several tasks at once and deal effectively with high stress situations.
- Must be at least 18 years old with no serious criminal record.
- Must have high school diploma or GED with the ability to type 35 words per minute.
- Selection process includes testing and background check.

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**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**



We are an equal opportunity
employer/program.
Auxiliary aids and services
are available upon request to
individuals with disabilities.