



City of Kodiak
KODIAK POLICE DEPARTMENT
Office of the Chief of Police



CITY OF KODIAK JOB ANNOUNCEMENT

Internal Posting March 11 – March 18, 2016

Publicly Advertised after March 18, 2016

Applications are being accepted for the position of **Corrections Officer** with the Kodiak Police Department until 4PM daily. **Classification & Wage: B22; Non-exempt; \$19.43/hr.**

RESPONSIBILITIES: The employee occupying this position is responsible for the daily operation of the Kodiak Jail and assuming responsibility for the monitoring of prisoners. Specific responsibilities include, but are not limited to maintaining the care, custody and control of inmates; mitigate crime, escape attempts and/or other related activities; conduct internal security checks and meal distribution; conduct head counts and roll calls; book new inmates into facility and process inmates for release; and maintain a variety of logs and reports.

MINIMUM REQUIREMENTS: High School Diploma or General Educational Development (GED). Up to 1 year of specialized or technical corrections training, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

KNOWLEDGE, SKILLS & ABILITIES: Must have knowledge of correctional facility procedures and regulations; inmate handling procedures; inmate rights; self-defense techniques; search and seizure procedures; occupation hazards and safety precautions; record keeping principles; basic statistical principles; and basic billing methods.

PHYSICAL REQUIREMENTS: Job requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions. May be required to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORKING CONDITIONS: Most of this work is performed in a closed environment with frequent exposure to dangerous, intoxicated and/or disagreeable people under stress. May have to take breaks and meals when and if work load permits. Must attend and successfully complete training to maintain skills. Must adhere to grooming and uniform standards. Will be required to work rotating shifts, weekends, holidays and overtime. Subject to recall when off duty.

Submit completed & signed original City of Kodiak Employment Application to the Chief of Police 2160 Mill Bay Road or City Manager's Office 710 Mill Bay Road-Room 114 by 4:00 P.M. Please see our website for the City of Kodiak employment application, <http://www.city.kodiak.ak.us/hr/jobs> or pick up an application at the City Manager's Office. No faxed or emailed applications will be accepted. The City of Kodiak offers a generous benefits package, which includes vacation and sick leave, medical insurance and public employees' retirement.

THE CITY OF KODIAK IS AN EQUAL OPPORTUNITY EMPLOYER

Mike Tvenge, Deputy City Manager

Ronda Wallace, Chief of Police