

HAINES BOROUGH  
HAINES, ALASKA  
**PUBLIC NOTICE**

POSITION OPENING

**POLICE DISPATCHER**



The Haines Borough is accepting applications for a permanent, full-time dispatcher for the Haines Borough Police Department.

**General Description:** We are currently looking for a positive, detail-oriented person to join our team. If you enjoy serving the public and are committed to service and excellence, we would invite you to submit an application. This is a dispatch position under the general supervision of the Chief of Police and performs a variety of dispatch functions for law enforcement, fire services, and emergency medical services, as well as ancillary jail duties (book, lodge, feed, and supervise prisoners). This position ensures the receipt, evaluation, and transmission of information concerning law enforcement and emergency services activities to, from, and between police department units, emergency services units, other law enforcement agencies, other agencies, and the public by means of the telephone, radio, and other means of communication (NCIC, APSIN).

**Minimum Qualifications:** High school graduate (or equivalent) and a valid Alaska Driver's license. No felony convictions. No misdemeanor convictions involving drugs or moral turpitude within the last ten years. An extensive background investigation will be done on each applicant. At least one year clerical experience including accurate keyboarding (45 wpm), filing, and public contact is preferred.

**Preferred Qualifications:** Two (2) years or more experience as a dispatcher in a public safety organization. APCO certification. One (1) or more years of supervisory experience in a public safety dispatch center.

**Wage:** The starting wage range is \$16.16/hour to \$17.16/hour for dispatcher. This is a union position subject to union dues and includes medical insurance benefits, PERS retirement, personal leave, and paid holidays. A six-month probationary period applies.

**Application Deadline:** Open until filled.

**Application Procedure:** Submit, via mail, fax, or email, a completed Haines Borough application form. The application and job description may be found at [www.hainesalaska.gov](http://www.hainesalaska.gov) or by contacting:

Borough Clerk's Office  
P.O. Box 1209, Haines, AK 99827  
Haines Borough Administration Building, 103 Third Ave. S.  
907-766-2231, ext. 31 or 36  
Fax: 907-766-2716  
[jcozzi@haines.ak.us](mailto:jcozzi@haines.ak.us) -or- [kkielsmeier@haines.ak.us](mailto:kkielsmeier@haines.ak.us)

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