



## CITY OF SAND POINT

P.O. BOX 249 Sand Point, Alaska 99661  
PHONE: 907.383.2696 FAX: 907.383.2698  
www.sandpointak.org

# EMPLOYMENT OPPORTUNITY

**POSITION:** OFFICE MANAGER (POLICE DEPARTMENT)  
**STATUS:** FULL-TIME, PERMANENT  
**SALARY:** \$19.76-\$29.04 D.O.E + Benefits

This position is under the direction of the Chief of Police, serves as the full-time Office Manager to the Chief and as staff clerical support for other officers and personnel within the department.

**DUTIES & RESPONSIBILITIES:** Maintains all administrative files, maintains and keeps maintenance logs on all office equipment, distributes all case paperwork to the appropriate office -- Court, DA's office, Department of Public Safety, Youth Probation, etc., administers Driver's license tests- Regular, CDL and Motor Vehicles, maintains case files on computer from information provided by Dispatch Cards, Reports, manages the City jail and supervises contracted jail guards, etc.

**Must be 18 years of age. A valid driver's license is required.**

**Application Closing Date:** Open Until Filled  
**Submit application to:** City of Sand Point Office

**For a job a complete job description, job application or more information, contact:**

Sand Point City Office at 383-2696, or by e-mail: [sptcity@arctic.net](mailto:sptcity@arctic.net)

The City of Sand Point is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

The City of Sand Point is a drug free workplace. All employees are required to take a mandatory drug test.

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