



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:

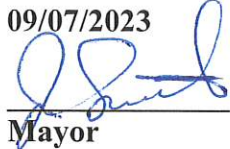
Sand Point City Office at 383-2696, or by e-mail: cityclerk@sandpointak.org

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.

POSTED: 09/10/24

City of Sand Point Job Description

Job Title:	Office Manager (Police Department)	Supervised by:	Chief of Police
Supervises:	As Directed	Date Last Updated:	09/07/2023
Salary:	\$19.76/hr.-\$29.04/hr. DOE	Approved:	 Mayor

General Position Summary or Responsibilities

This position is under the direction of the Chief of Police, serves as the full-time Administrative Assistant to the Chief, other officers, Anchorage Airport Interdiction Investigator and personnel within the City. This position provides the first contact and continuing liaison between the public and the Police Department. Organizational skills, confidentiality, the ability to get state APSIN clearance upon hire having no criminal history, emergency jail guard coordination and to be multi-task oriented is essential, and provides backup 911 dispatching using multi-channel radio equipment.

Essential Duties and Responsibilities

1. Maintains all administrative files.
2. Maintains and keeps logs on all office & radio equipment.
3. Distributes all case paperwork to the appropriate office – Court, DA’s office, Alaska State Troopers, Adult & Youth Probation, and other outside agencies.
4. Administers driver’s license tests and assists public with sending documentation to the Department of Motor Vehicles.
5. Receives, logs and transmits monies received for bail and fingerprinting, etc. to the appropriate agency.
6. Orders and maintains all equipment and supplies using appropriate Purchase Order system.
7. Prepares City Council Report for the department using dispatch records and ARMS reporting.
8. Acts as the department receptionist during normal office hours including answering the telephone and greeting walk-in clients.

9. Organizes and maintains files on all current and past cases.
10. Performs emergency jail guard coordination. Training jail guards, maintaining records, sending in time sheets to Troopers, getting jail meals, jail guarding if no other guards are available. Manages the City jail and supervises contracted jail guards.
11. Performs backup dispatching 911 duties using multi-channel radio equipment.
12. Performs cleaning and housekeeping duties for the department.
13. Notary services for the department and public.
14. Schedules officer travel
15. Performs other duties as assigned.

Knowledge, Skills and Qualifications

1. No criminal history- must get State APSIN clearance upon hire
2. Ability to maintain confidentiality (confidentiality by agreement required).
3. High school diploma or equivalent.
4. Oral and written communication skills.
5. Computer skills with recent knowledge of Microsoft Word and Excel
6. Interpersonal skills using tact, patience and courtesy
7. Enthusiasm for the work required and the ability to work after normal business hours.
8. This office is a drug free environment.

Preferred

1. Candidate should have some college with courses specializing in business and law enforcement. Prior work history skills can be substituted for these preferred skills.
2. Previous experience working with police, fire and/or emergency service department.