



City of Cordova

A L A S K A

POSITION VACANCY

The Human Resources Department is accepting applications for SEASONAL, FULL-TIME:

COMMUNITY SERVICE OFFICER

CLASSIFICATION:	SEASONAL; HOURLY, OVERTIME ELIGIBLE
SALARY:	\$21.62 - \$25.29 PER HOUR, DOE
HOURS:	VARIABLE, INCLUDES NIGHTS, HOLIDAYS AND WEEKENDS
POSITION SUMMARY:	Temporary, Full-time position lasting approximately 6 months. Assists with traffic and animal control, Police Officers in public assistance functions, maintains, and performs general repair of police office and jail facilities. On occasion, may serve as a Communications Clerk, involving radio dispatching and clerical work.
QUALIFICATIONS:	High School graduate or possession of a GED. Valid State of Alaska driver's license. Ability to pass background check and meet physical demands of position.

DUTIES:

- Monitors parking enforcement within the City. Issues parking citations and impounds cars when necessary.
- Monitors the City camping sites to ensure that all regulations are being followed, including water/sewer drainage, and their camping permits are valid.
- Maintains animal control, impounding stray dogs, writing citations and following up in court.
- Delivers papers to court, assists motorists, and provides public assistance.
- Manages general jail functions to include supplies, keeping up on jail facilities and cleaning cells.

WORKING CONDITIONS: Non-traditional work hours are required, to include evenings, weekends, holidays and shift work. Most of the work is performed outdoors, often in inclement weather, in conditions that subject the employee to potential personal danger. Employee may be exposed to verbal and physical abuse by suspects or other individuals in antagonistic situations. Some work is accomplished in a general office setting.

PHYSICAL DEMANDS: Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with other individuals. Sufficient vision, with or without reasonable accommodation, which permits the employee to identify violations. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate equipment and assist individuals. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to patrol assigned areas.

LEGAL REQUIREMENTS:

As a condition of employment, applicant is subject to a drug/alcohol test and background check (criminal, education, employment history.) Required licenses/certifications must remain valid for the duration of employment.

Applications and full Job Description, which includes necessary knowledge, skills, abilities and working conditions, available at City Hall, 424-6200. Interested individuals should submit a City of Cordova application to humanresources@cityofcordova.net. Applications accepted until position filled.