

JOB ANNOUNCEMENT
City of Unalaska
UNALASKA POLICE DEPARTMENT
Corrections Division



Open Date: April 18, 2025
Close Date: Until Filled
Position: CORRECTIONS OFFICER
Hiring Wage: \$32.72– \$37.95/ hour [step 1-6]

The City of Unalaska is accepting applications for the Corrections Officer position. Located in the central Aleutian Islands, Unalaska, Alaska, is a multicultural coastal community of approximately 4,250 full-time residents and is home to the number one commercial fishing port in the United States, the International Port of Dutch Harbor.

*The following duties are not intended to serve as a comprehensive list of all employee tasks in this classification.
The duties shown are designed to provide a representative summary.*

GENERAL DESCRIPTION: This is an entry-level position under the direct supervision of the Corrections Sergeant, with occasional leadership from the on-shift Police Sergeant. This position ensures the health and security of inmates held in the Unalaska Jail, either on criminal charges or protective custody, receiving the rights and care as mandated by State and Federal Law and staff. Duties include showers, meals, dispensing medications, sanitizing corrections area including cells and showers, laundering inmate bedding, clothing, towels, etc. Other responsibilities include proper written records of inmates and activities, report writing, fingerprinting, billing, court documents, bail money, conducting thorough searches of prisoners, visitors, and cells for prohibited items, and the ability to use proper restraint techniques on violent offenders.

KNOWLEDGE, SKILLS, & ABILITIES: The successful candidate will be able to demonstrate a job history that includes the following:

- Knowledge or ability to learn State statutes, policies, and procedures related to jail functions.
- Ability to communicate fluently in English (verbally and in writing).
- Work effectively with the public, staff, vendors, and agencies courteously, efficiently, and professionally.
- Have strong written communication skills, problem-solving, and interpersonal skills.
- Maintain composure and professionalism under pressure.
- Must maintain confidentiality.

EDUCATION & EXPERIENCE:

- High school diploma and/or GED required; a combination of education and experience will be evaluated individually.
- College degree and or courses in law enforcement preferred.
- One (1) year of experience in a position requiring public contact.
- Obtaining APSC Basic Municipal Corrections Officer Certification within one (1) year of hire is required.
- Current First Aid and CPR are required.

LICENSES & SPECIAL REQUIREMENTS:

Must be at least 21 years of age. Must be a US citizen or US National at the time of hire. Must have or have the ability to obtain an Alaska Driver's License within 90 days of hire. Must be eligible to work in the US; requirements by federal law, if hired, must complete employment eligibility verification (I-9). You must conduct pre-employment testing, which includes an extensive criminal investigation, fingerprints, drug testing, and physical and psychological testing post-offer. Must not have misdemeanor convictions in the last three (3) years. No domestic violence-related misdemeanor convictions and no illegal drug use in the past five (5) years. You must work rotating shifts with emergency or non-traditional work hours as necessary.

BENEFITS (refer to PSEA Collective Bargaining Agreement for details):

- If applicable, the employee will receive a lump sum sign-on bonus (taxable) not to exceed \$5,000
- If applicable, the employee will receive a relocation payment (taxable) of \$5,000, plus one (1) way airfare for the employee and one (1) family member
- Work out incentive pay up to \$500 /month
- 100% employer-paid medical and dental premiums (employee & dependents)
- 100% employer-paid basic life/AD&D insurance (employee & dependents)
- 100% employer-paid LifeMed insurance (employee)
- 13 Floating Holidays per year
- Paid Time Off starting at 18 hours a month
- Eligible for the State of Alaska Public Employees Retirement System (PERS) retirement
- Eligible for 457 Plans with MissionSquare or Mutual of America
- Up to 100% tuition reimbursement (must be taken while employed; refer to Title III)
- Travel allowance of \$2,500 every year on your date of hire after 1st year of employment
- Education Incentive per month: \$200 Associate's degree, \$300 Bachelor's degree, \$400 Master's degree
- Free Membership for Parks, Culture, and Recreation (PCR) (employee only)
- It pays to stay! Retention bonus of \$2,000 at years 1 and 2, \$3,000 at year 3, \$4,000 at year 4, \$5,000 at year 5, and \$10,000 at year 6 and every subsequent two-year anniversary.

TO APPLY: Download and complete the required forms:

1. [City of Unalaska Application Form](#)
2. [APSC F-3 History Statement](#)
3. [Waiver and Authorization to Release Information](#)
4. [Pre-employment Info. & Voluntary Identification of Disability Form](#) (optional)

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Submit your completed and notarized application package to:

CITY OF UNALASKA
Department of Administration
P.O. Box 610
Unalaska, AK 99685

Or by email to hr@ci.unalaska.ak.us

Questions? Please call us at (907) 581-1252

You can learn more about the City of Unalaska by visiting our website at <https://www.ci.unalaska.ak.us/citymanager/page/community-profile>

WE ARE AN EQUAL OPPORTUNITY EMPLOYER