



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

---

*Coast Guard City, USA*

**November 6, 2020**

## **DISPATCH AND RECORDS CLERK**

Looking for secure full-time employment? Look no further, Sitka Police Department is establishing a hiring list for individuals to join our Dispatch and Records Clerk team by providing essential services for our citizens. \$20.98 per hour plus 100% employer-paid health benefits (medical, dental and vision) for employee and family; PERS and SBS retirements; life insurance; leave accruals, and other great benefits. Must be able to perform a variety of routine clerical, administrative, and technical work in receiving and dispatching routine and emergency information. Must be at least 18 years of age with no serious criminal record, high school diploma or GED, ability to type 35 WPM. Selection process includes testing and background check. Interested team players are encouraged to contact Lt. Achee at 747-3245.

Application and job descriptions are located at [www.cityofsitka.com](http://www.cityofsitka.com) job opportunities or call (907) 747-1816 with any questions. Open Until Filled. EOE.