



Introduction & Application Timeline

The City and Borough of Wrangell will accept applications for the position of Dispatch/Corrections Officer through October 2, 2026. Applications and job descriptions are available at Wrangell City Hall, 205 Brueger Street (P.O. Box 531), Wrangell, AK 99929, or online at www.wrangell.com/jobs

Position Summary

This is a full-time, non-exempt position with benefits. Pay is set at Grade 16.

The Dispatch/Corrections Officer performs a combined public safety communications and municipal corrections function. The position receives, prioritizes, documents, and dispatches emergency and non-emergency calls; operates dispatch, radio, records, and criminal justice information systems; and coordinates emergency notifications and response resources. The position also performs authorized prisoner intake, custody, care, observation, release, records, and facility-security duties in accordance with applicable law, Borough policy, training, and written directives.

This position requires sound judgment, effective communication, confidentiality, and the ability to remain calm and accurate in emergency and high-stress situations. The employee may work shifts, nights, weekends, holidays, mandatory overtime, and call-back assignments.

Minimum Requirements

- High school diploma or GED.
- Valid Alaska driver's license or ability to obtain and maintain a valid driver's license and meet Borough driving requirements.
- Ability to type at least 45 words per minute with accuracy.
- Ability to communicate clearly and professionally by telephone, radio, in writing, and in person.
- Ability to assess information, establish priorities, make sound decisions within established policies and procedures, and manage multiple tasks under stress.
- Ability to safely perform duties in a secure corrections environment, including prisoner observation, searches, restraints, and movement when trained and authorized.



- Ability to maintain confidentiality and accurately handle criminal justice, medical, personal, and security-sensitive information.
- Six months of related public safety, dispatch, corrections, security, emergency services, customer service, or records experience is preferred.
- Must be able to successfully complete required public safety communications, criminal justice information systems, corrections, and other agency-approved training within the timeframes established by the Borough.

Preferred Qualifications

- Previous experience in public safety communications, 911 dispatch, corrections, law enforcement support, emergency services, or a related public safety environment.
- Experience using computer-aided dispatch (CAD), radio communications, criminal justice information systems, records management systems, or related public safety technology.
- Experience working in corrections, detention, secure facility, or other safety-sensitive environment.
- Experience working with individuals experiencing behavioral health crises, intoxication, emotional distress, or other challenging circumstances.
- Training or certification in emergency medical response, first aid, CPR/AED, de-escalation, crisis intervention, or related public safety areas.
- Experience working rotating shifts, nights, weekends, holidays, or other 24-hour operational environments.
- Demonstrated ability to maintain confidentiality, professionalism, sound judgment, and composure in high-stress situations.
- Familiarity with Alaska public safety systems, APSIN/NCIC, CJIS requirements, or Alaska corrections practices is desirable.

Application Process

Completed applications must be submitted to Megan Powell at Wrangell City Hall, 205 Brueger Street (P.O. Box 531), Wrangell, AK 99929 or via email at mpowell@wrangell.com. A borough employment application, cover letter, resume and APSC F-3 Form is also requested. Incomplete applications may be returned.



Disclaimer

The City and Borough of Wrangell is an Equal Employment Opportunity Employer.

Mason Villarma
Borough Manager

