



# Tanana Chiefs Conference

## Job Description

**Job Title:** Village Public Safety Officer (IRC39300)

**Location:** McGrath, AK

**Supervisor:** VPSO Coordinator, Council and the Alaska State Troopers

**Pay Range:** DOE

**Status:** Full-Time; Regular

**Closing Date:** Open Until Filled

**Job Summary:** Job incumbent will carry out public safety/first responder duties in the rural villages within the Tanana Chiefs region. The incumbent will perform the following first responder functions: enforce laws, provide emergency medical response, provide fire protection services, organize, and conduct search and rescue operations, monitor public safety, animal control, emergency response and preparedness, public safety education and community policing. VPSO duties will vary from village to village.

*Adhere to the TCC Ch'eghwtsen' model of service and guiding principle which requires providing timely and effective service along with the ability to interact with others in a way that inspires trust and demonstrates respect, compassion, and empathy.*

**Essential Functions:** *This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbent(s).*

**Representative Duties:** Under the general supervision of the VPSO Coordinator, Council and the Alaska State Troopers, job incumbent will perform the following public safety services:

1. Enforce federal, state and legally adopted local laws and ordinances. The VPSO will assist the local government in designing, adopting and implementing local ordinances.
2. Provide first response to emergency medical situations, as required. Assist the community health aide and act in health aide's absence.
3. Provide local fire protection, prevention, and education services. Duties may include assisting community in establishing a local fire department, training, and garnering fire equipment.
4. Conduct search and rescue operations with the assistance of the Alaska State Troopers. VPSO may assist community with training, management and implementation of local search and rescue crew.
5. Maintain the safety of the public and community through patrol of roadways, waterfronts, community/private property and facilities. Respond to emergencies as required and take the necessary action to correct any public safety hazard.
6. The VPSO may provide community with animal control functions, including but not limited to vaccinations and investigations. May assist community in establishing local animal control ordinances and enforcement.
7. Complete TCC and Department of Public Safety reports, and forms in a timely manner as required.

8. Assist State Troopers with law enforcement duties, investigations, secure crime scenes, serving summons, prisoner transport, prison guard and other possible duties as requested.

9. Probation and Parole supervision.

10. Provide public safety education programs including but not limited to DARE, water safety, fire safety, hunter's education, personal safety, ATV safety, etc.

11. Assist local community and TCC regional villages with an emergency response plan, emergency preparedness and response.

**Other Responsibilities:**

12. Perform other job-related duties as assigned.

**Minimum Qualifications:**

1. Must be at least 21 years of age.

2. High school diploma or GED required.

3. Must have valid Alaska Driver's License.

4. Previous law enforcement or public safety-related training or experience is helpful, but not required.

5. Must be familiar with rural Native traditions and lifestyles in rural Native communities.

6. Must be a United States citizen or a resident alien who has demonstrated intent to become a citizen of the United States.

7. Must pass the Criminal background check on misdemeanor and /or felony convictions as judged by the Alaska State Troopers.

8. Must pass background check pursuant to federal Indian Child Protection and Family Violence Prevention Act requirements.

9. Must obtain the Village Public Safety Officer Certification Standard prior to the academy and physically demonstrate 25 Push-ups (untimed), 27 Sit-ups within 1 minute and a 1.5 mile run in 15:12 minutes or less.

**Knowledge, Skills, and Abilities:**

1. Demonstrated ability to clearly communicate with others, both orally and in writing.

2. Must be free from any physical, emotional, visual, hearing, or mental condition which would adversely affect performance as a Village Public Safety Officer.

3. Will be required to pass basic physical fitness test.

**Supervision:** This position has no supervisory responsibilities.

**Physical demands:** Incumbent must be able to work long hours, travel and live in remote areas. Incumbent will be exposed to certain conditions including but not limited to: travel by small aircraft, vehicle, boat and snow machine, lack of running water, poor heat, sleeping on floors, and exposed to adverse weather conditions. Excellent health and physical condition are necessary due to the physical demands of the job. Patrolling may be done on foot. VPSO's may escort prisoners, or other individuals of need to treatment facilities as directed by the Alaska State Troopers or medical provider. Passing a pre-hire physical fitness test which includes a set repetition of at least 14 push-ups

(untimed), 20 sit-ups in one minute, and the ability to run 1.5 miles in 16:32 minutes or less will be required of the incumbent. Prior to attending the academy, incumbent will need to meet the Village Public Safety Officer Certification Standard listed about under "Minimum Qualifications."

**Summation:** Incumbent must be able to pass background investigation, done by the Alaska State Troopers. Upon hire, incumbent will be in six-month probationary status. Successfully complete VPSO Academy training, post-hire, and attend regional or other trainings, when scheduled.

**Apply to:** [www.tananachiefs.org/careers](http://www.tananachiefs.org/careers) and visit the "job board" link