

Job Opening

Job Title: Part Time DMV Agent/Emergency Medical Services Administrative Clerk

Pay Rate: \$17.00 per hour to \$22.00 per hour: D.O.E.

Department: Craig Police Department/Craig Emergency Medical Services

Date Posted:

Position Summary:

DMV Agent/EMS Administrative Clerk will support Craig Police Department as a DMV Agent and provide administrative support to the Emergency Medical Services Coordinator. Administrative support includes clerical work, support front desk staff, working on projects assigned by Craig Police Chief and Emergency Medical Services Coordinator. This part-time position is up to 29 hours per week with the possibility of becoming a full-time position.

Duties & Responsibilities:

DMV Agent

- Providing friendly, professional customer service via phone, email or in person (internal and external)
- Misc. duties include daily mail, report distribution, postage, filing, copier maintenance
- Daily usage of the Alaska DMV vehicle licensing database (ALVIN)
- Daily usage of Microsoft Office applications: Outlook, Excel, Word.
- Daily filing of various types of transactions
- Able to use a multi-line phone system
- Able to frequently lift 50 pounds.
- Must be able to pass a criminal background check.

EMS Administrative Assistant

- Prepare and submit reports on incidents, apparatus maintenance, and inventory.
- Ability to interpret and apply federal, state, and local policies, laws, and regulations as they pertain to emergency medical services.
- Must have good communication skills, both orally and in writing
- Clerical work
- Assist with EM Grants and Programs

- Maintain the general cleanliness and organization of office
- Drive and operate emergency medical vehicles, apparatus, and equipment safely while observing legal driving practices, if needed.
- Maintain the overall readiness of all EMS equipment, supplies, and materials.
- Other duties as assigned.

Qualifications:

- High school diploma or GED / Be at Least 21 Years of Age
- Must obtain/maintain valid CPR/BLS card.
- Must have knowledge of office machines including fax and computers.
- Must have basic Microsoft Office Skills
- Must be detail-oriented, punctual, flexible, able to meet deadlines, and able to multitask.
- Must possess and maintain a valid Alaska Driver's License
- Must possess the ability to work with others.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Must pass drug and background check.

Applications:

Complete job description and application are available at City Hall, 500 Third Street, or online at www.craigak.com. Please contact re44@craigpd.com, bp42@craigpd.com, ems@craigak.com, or drop off at Craig PD or Craig EMS.
Position open until filled.

Background Check:

Per the Code of Federal Regulations 384.228, persons hired into this position must pass a criminal background check with fingerprinting. If you have a felony conviction in the last 10 years or ANY conviction involving fraudulent activities, you will not pass the criminal background check for employment with DMV.