

HAINES BOROUGH
HAINES, ALASKA
PUBLIC NOTICE
POSITION OPENING
DEPUTY CLERK



The Haines Borough is accepting applications for a permanent, full-time *Deputy Clerk* to perform a variety of routine and complex clerical, administrative, and secretarial tasks. This is a professional administrative position that reports directly to the Borough Clerk.

Minimum REQUIRED Qualifications: *Five years* related experience in administrative, clerical or office support, High School Diploma or equivalent, and AK Drivers License (or ability to acquire within 30 days of hire).

The ideal candidate will also have at least two years related municipal experience, *strong* oral & written communication skills, and computer *proficiency* especially in Microsoft Office Suite and Adobe Acrobat Professional.

Wage: \$18.00 to \$19.00 per hour DOE with full benefits, including medical insurance. Also, SBS (in lieu of Social Security). This is a union position subject to an initiation fee, union dues, and a PERS percentage. All new employees are subject to a 6-month probationary period.

Application Deadline: Deadline for first review of applications is 5:00pm, March 17, 2014, or thereafter until filled.

Application Procedure: Submit, via mail, fax, or email, a completed Haines Borough application form. The application and job description may be found at www.hainesalaska.gov or by contacting:

Borough Clerk
P.O. Box 1209, Haines, AK 99827
Haines Borough Administration Building, 103 S. Third Ave.
907-766-2231 Fax: 907-766-2716
mwebb@haines.ak.us