

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 reporting directly to the Borough Clerk.

Minimum REQUIRED Qualifications: *Four years* of progressively responsible administrative support experience including two years providing complex paraprofessional assistance, 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. Associate's degree or post-secondary course work is desirable.

Work Schedule

Ability to work extra and/or evening hours in support of board meetings. Requires regular and reliable attendance. Not suitable for telecommuting.

Wage: \$18.70 to \$19.70 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: Position is open until filled. The deadline for first review of applications is 5:00pm, September 6, 2016.

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's Office
P.O. Box 1209, Haines, AK 99827
Haines Borough Administration Building, 103 Third Ave. S.
907-766-2231, ext. 31 or 36
Fax: 907-766-2716
jcozzi@haines.ak.us -or- kkielsmeier@haines.ak.us