

HAINES BOROUGH  
HAINES, ALASKA  
**PUBLIC NOTICE**

**POSITION OPENING**  
**ADMINISTRATIVE ASSISTANT II**  
**For Assessment and Lands**  
**Department**



The Haines Borough is accepting applications for a regular, full-time *Administrative Assistant II* for the Assessment/Lands Department. This position is responsible for administering aspects of property files and taxation, and works under the direction of the Borough Clerk.

**Minimum REQUIRED Qualifications:** High school diploma or equivalent, with strong emphasis on accounting, computer and public communication skills; four years of secretarial, clerical, or administrative experience involving modern office equipment and practices; must hold valid Alaska drivers license or have the ability to obtain one within 30 days of hire.

**Wage:** \$17.70 to \$18.70 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](http://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](mailto:jcozzi@haines.ak.us) -or- [kkielsmeier@haines.ak.us](mailto:kkielsmeier@haines.ak.us)