

HAINES BOROUGH
HAINES, ALASKA

PUBLIC NOTICE

POSITION OPENING

FACILITIES CLERK (ADMINISTRATIVE ASSISTANT)



The Haines Borough is accepting applications for a part-time facilities clerk. This position will work up to 20 hours a week and perform a variety of routine and complex clerical and administrative work to assist the Public Facilities Director. This position must be able to attend evening and/or weekend meetings when necessary.

Minimum Qualifications: High School Graduate or GED, AK Drivers License or ability to obtain one within 30 days of hire, and minimum two years project management or advanced clerical experience.

Wage: \$17.23 to \$18.13 per hour. This position is subject to PERS. Below 20 hours union membership is optional. All new employees are subject to a 6-month probationary period.

Application Deadline: 5:00pm, Monday, July 1, 2013

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

Office of the Borough Clerk
P.O. Box 1209, Haines, AK 99827
Haines Borough Administration Building, 103 E. Third Ave.
907-766-2231, ext. 31 or 36
Fax: 907-766-2716
jcozzi@haines.ak.us or mwebb@haines.ak.us