

HAINES BOROUGH
HAINES, ALASKA
PUBLIC NOTICE

POSITION OPENING
**TEMPORARY ADMINISTRATIVE
ASSISTANT II**



The Haines Borough is accepting applications for a TEMPORARY full-time Administrative Assistant to perform a variety of routine and complex clerical, administrative and secretarial duties. Under moderate supervision, this position may receive assignments from either the Borough Clerk or the Deputy Clerk.

Minimum REQUIRED Qualifications: High School Diploma or equivalent, AK Drivers License, and 4 years secretarial, clerical, or administrative experience.

Wage: \$17.00 per hour with no benefits.

Application Deadline: 5:00pm, Monday, October 14, 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