

HAINES BOROUGH  
HAINES, ALASKA  
**PUBLIC NOTICE**  
**POSITION OPENING**  
**OFFICE ASSISTANT**



The Haines Borough is accepting applications for a part-time Office Assistant to perform routine tasks including mailing, filing, and word processing. This position works 10 hours per week (two hours per weekday) and reports directly to the Borough Clerk. The work schedule for the two-hour shift is flexible; the position's primary responsibility is to prepare, pick up, and sort Borough mail.

**Minimum REQUIRED Qualifications:** High School Graduate or GED, AK Drivers License, some experience with Microsoft Word.

**Wage:** \$11.06 per hour. Union membership with limited benefits is optional. Not eligible for PERS.

**Application Deadline:** Open 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](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)