

HAINES BOROUGH

HAINES, ALASKA

PUBLIC NOTICE

POSITION OPENING

Lands and Assessment PROPERTY DATA COLLECTOR



The Haines Borough is accepting applications for a temporary, part-time Property Data Collector. This position works in the Lands/Assessment Department and reports directly to the Assessor. This employee is responsible for assisting with on-site inspections of residential and commercial property and related tasks as assigned by the Assessor.

The employee is expected to work a flexible schedule of 10-40 hours per week for a term of up to one year from the date of hire, with the heaviest workload in the fall and spring. The Borough has budgeted this position at 520 hours annually.

Minimum Qualifications: High School Graduate or equivalent; one year professional clerical/office or administrative experience or training; and must hold a valid Alaska driver's license or have the ability to obtain one within 30 days of hire.

Wage & Benefits: Starting wage is \$17.70-\$18.70 per hour with no benefits.

Application Deadline: 5:00 pm, Thursday, August 18; or thereafter 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 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

Posted 8/4/16