

HAINES BOROUGH
HAINES, ALASKA
PUBLIC NOTICE
POSITION OPENING
BOROUGH CLERK



The Haines Borough is accepting applications for a *Borough Clerk*. This position is a full-time, salaried employee and an officer of the borough, hired by the assembly to work under the direct supervision of the borough manager. The Borough Clerk supervises the activities of the Office of the Clerk and is responsible for carrying out the statutory and professional duties of a municipal clerk. The Borough Clerk supervises some staff and works closely with the mayor, borough Assembly, borough manager, other borough officers, department heads, and the public.

Minimum REQUIRED Qualifications

1. Education: Minimum High school graduation or equivalent. A bachelor's degree, post-secondary course work, and/or municipal clerk certification is preferred, but the assembly may substitute experience for education.
2. Experience: Minimum FIVE years of progressively responsible office management, legal, or administrative experience, including two years providing complex paraprofessional assistance.

The ideal candidate will also have related municipal experience, *strong* oral & written communication skills, a background in drafting and interpreting legal documents, and computer *proficiency* especially in Microsoft Office Suite, Adobe Acrobat Professional, and website content management.

Work Schedule

Ability to work extra and/or evening hours in support of assembly meetings. Requires regular and reliable attendance. Not suitable for telecommuting.

Wage

DOE/DOQ (minimum \$54,080). This is a salaried position with full benefits, including medical insurance. Also, SBS (in lieu of Social Security). This is a NON-union position subject to a PERS percentage. A 6-month probationary period applies to this position.

Application Deadline - 5:00pm, Wednesday, January 31, 2018.

Application Procedure

Submit, via mail, fax, hand-delivery 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.
907-766-6402
Fax: 907-766-2716
jcozzi@haines.ak.us

NOTE: The borough assembly is currently considering a *promotion from within* policy that could affect this recruitment.

Posted 12/28/17