



KETCHIKAN GATEWAY BOROUGH
1900 First Avenue, Suite 210, Ketchikan, Alaska 99901
• Telephone: (907) 228-6625 • Fax (907) 228-6684
Office of the Borough Manager

POSITION VACANCY

DEPUTY BOROUGH CLERK

Clerk's Office

Annual Salary \$56,680 - \$60,174 DOQ + excellent benefits. Responsible for specialized administrative services in the Borough Clerk's Office including support for the Borough Mayor and Assembly, Borough elections, public records, and will act as Borough Clerk in the Clerk's absence. Must be currently, or meet the requirements to become, an Alaska Notary Public within one month of hire. An Associate degree in a relevant field such as business administration, paralegal studies, or computer information and office systems is desired. Five (5) years of progressively responsible related work experience with customer service, office management and and/or records management. Public sector experience preferred, but not required.

Certification as a Certified Municipal Clerk (CMC) is required, and may be acquired while in position. Continuing education to obtain certification as a Master Municipal Clerk is strongly encouraged. Attendance at evening and lunchtime meetings is required.

For more information or to apply online go to the Borough website at: www.kgbak.us/humanresources. All resumes must be accompanied by a Borough application form. Ketchikan Gateway Borough is an Equal Opportunity Employer (EOE). Qualified applicants will be interviewed as applications are received.

POSTED – March 28, 2018

OPEN UNTIL FILLED