

Kodiak Island Borough

DEPUTY CLERK

Closing Date: OPEN UNTIL FILLED

Salary:

Salary Range: \$24.47 - \$36.62/hour; Hiring Range: \$24.47 – \$25.96/hour; DOQ. Excellent benefits package.

General Description:

The Kodiak Island Borough Clerk's Office is accepting applications for the regular, fulltime, position of Deputy Clerk. This position is responsible for records management; conducting research and providing advanced administrative support for the department; and an elevated and/or more complex customer service, working with the public and elected officials.

Qualifications:

Associates Degree and three (3) years of administrative support experience in assigned functional area; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Municipal Clerk Certification preferred.

The following knowledge, skills and abilities are desired: knowledge of applicable Federal, state and local laws, codes, regulations and/or ordinances; modern office procedures and administrative support methods; customer service principles; research methods; records management principles; providing customer service; preparing documents and correspondence; communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, sufficient to exchange or convey information and to receive work direction.

To Apply:

Complete job description, qualifications, and required Borough application may be obtained at Kodiak Job Center, 211 Mission Road, Suite 103, Kodiak, Alaska 99615, (907) 486-3105, or from our website. Position open until filled with first application review December 12, 2018. **EOE**

Web Link: <http://www.kodiakak.us>