



POSITION AVAILABLE

November 1, 2021

POSITION TITLE: Borough Clerk

CLASSIFICATION: Regular, full-time, exempt position. This position is located in the Borough's Sand Point office.

DUTIES AND RESPONSIBILITIES: Acts as the Clerk for the Aleutians East Borough which includes six (6) rural, geographically isolated communities with a combined population of approximately 3,092 people, a permanent fund and capital improvement projects.

MINIMUM QUALIFICATIONS: High School diploma or equivalent. Prefer a bachelor's degree in public administration, political science or a related field. In lieu of the above, a combination of education and experience sufficient to demonstrate a mastery of the diverse duties of the position. Prefer, three years of more of municipal clerk experience, preferably with an Alaska municipality. Demonstrates proficiency with all component tasks in job description.

SALARY: Depends on qualifications and experience plus benefits.

APPLICATIONS: The job description and application are available at <https://bit.ly/3Cy3ot2>. Interested candidates should complete an Aleutians East Borough Application for Employment and submit a cover letter and resume to:

Borough Clerk Search
Aleutians East Borough
3380 C Street, Suite 205
Anchorage, AK 99503

Application packets may be hand-carried or mailed to above address, faxed to (907) 276-7569, or emailed to abailey@aeboro.org.

For questions, call (907) 274-7555.

CLOSING DATE: Monday, December 13, 2021, or until the position is filled.

Note: Incomplete application packets will be summarily rejected.

The Aleutians East Borough is an equal opportunity employer. All application materials submitted will become public information. In order to complete the application process, applicants will be required to provide written authorization (including identifying information such as social security number and date of birth) to enable the Borough to do a full background check, including but not limited to criminal history and credit history.