

Haines Borough

Borough Clerk

Posted: 4/17/24

Closing Date: 5/15/24, or thereafter until filled

Salary: Range \$67,000 - \$90,000 DOE. Excellent benefits with total compensation package valued at \$107,281 - \$137,142.

General Description: The Borough Clerk 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:

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.

Experience: Minimum FIVE years of progressively responsible office management, legal, or administrative experience, including two years providing complex paraprofessional assistance.

To Apply: Interested persons should submit, via mail, fax, or email, a Haines Borough Application Form, cover letter, resume and 5 references to:

Office of the Borough Clerk
P.O. Box 1209, Haines, AK 99827
Haines Borough Administration Building, 103 Third Ave South
Phone: (907) 766-6400 Fax: (907) 766-2716
Email: clerk@haines.ak.us

Web Link: www.hainesalaska.gov

Contact: Alekka Fullerton, MMC, Borough Clerk