



JOB ANNOUNCEMENT  
**ADMINISTRATIVE ASST. I**  
COMMUNITY SERVICES DEPARTMENT

The Town of Clarkdale, Arizona (Pop. 4,100) seeks an Administrative Assistant I in the Community Services Department. Starting range: \$12.64 - \$16.44 per hour, DOQ.

Under general direction of the HR/Community Services Director and direct supervision of the Community Services Director, this position performs administrative tasks in support of the Community Services Department which includes operation of the Clark Memorial Library and oversight of Parks and Recreation, the Town's Volunteer Programs, Town website and newsletter. This position understands public trust and models the highest standards of personal and professional integrity expected of those working in public service. This is primarily a front desk position providing customer service and assistance to library patrons, incoming or electronically received visitors, and phone callers. This is a part time (not to exceed twenty (20) hours per week), FLSA non-exempt, at-will position.

Applications and job descriptions are available at:

- Clarkdale Town Hall, 39 N. Ninth Street, Clarkdale, AZ 86324, 928.639.2400;
- Town website: [www.clarkdale.az.gov](http://www.clarkdale.az.gov).

A required and completed Clarkdale employment application and supporting information should be delivered to the address above, ATTN: Human Resources, or mailed to same at PO Box 308, Clarkdale, AZ 86324. First review of applications will be June 5, 2014; position open until filled. Faxed or electronic applications must be followed by original hard copies. While a resume is encouraged, they will not be accepted in lieu of a fully completed application. The Town of Clarkdale is an Equal Opportunity (EOE).