

# TOWN OF TUSAYAN

at the entrance to Grand Canyon National Park



Employment opportunity

## Administrative Assistant

Salary: \$15 p/hr. (40-hour week)

Benefits include:

ASRS Retirement

Employer provided health insurance

MUST provide own housing

Open until filled.

First review October 5, 2018

The Administrative Assistant reports directly to the Town Clerk and is responsible for a variety of administrative support duties including, but not limited to: Operating office equipment (computers, printers, telephones, fax, etc.); Welcoming visitors to Town Hall and facilitates resolution to issues; Preparing data for studies, reports and recommendations; Taking and preparing minutes of meetings; Coordinating with staff and other agencies; and other duties as assigned.

The selected candidate shall meet the following qualifications:

- Be a United States citizen;
- Have a High School diploma or GED equivalent;
- Have, and maintain, a valid Arizona Driver License;
- Can prepare and analyze comprehensive reports;
- Can communicate effectively in writing and verbally;
- Must provide their own housing

A Town of Tusayan application, resume, and three professional references is required.  
Applications can be obtained from, and returned to:

Tusayan Town Hall, 845 Mustang Drive, Tusayan, Monday – Friday, 9am-5pm;

Or at the following link:

<http://tusayan-az.gov/applications/>

For more information contact Eric A. Duthie, Town Manager or Bruce Northern, Town Clerk

Tusayan Town Hall

845 Mustang Drive

Tusayan, Arizona 86023

928-638-9909

Post by: Zijun Liang Date: Sep 14, 2018 12:00 p.m.