



TOWN OF PINETOP-LAKESIDE

LEGAL SECRETARY

The Town of Pinetop-Lakeside is looking for a highly motivated individual to fill the position of Legal Secretary. This person is responsible for the performance of varied legal secretarial duties and provides clerical support to the Town Attorney. Knowledge of effective office practices and procedures, and multiple computer applications, including word-processing, data entry and spreadsheet software, is essential. An ability to do Internet research is a plus.

The salary range for this position is \$29,093 to \$43,640 DOQ per year plus benefits. Please submit an application and resume to the Town Clerk, Town of Pinetop-Lakeside, 1360 N. Niels Hansen Lane, Pinetop-Lakeside, AZ 85929, (928) 368-8696 ext 224. Applications and community information are available at www.ci.pinetop-lakeside.az.us. The position will close on **February 9, 2012**. The Town is an EOE/ADA employer.

/s/ Lu Anne Frost, MMC
Town Clerk

Publish Dates: January 24, January 27, January 31, February 3 and February 7