

Introduced by: Navarre at Request of Borough Clerk
Date: 12/12/00
Action: Adopted
Vote: 7 Yes, 0 No, 2 Absent

**KENAI PENINSULA BOROUGH
RESOLUTION 2000-109**

**A RESOLUTION APPROVING A REVISED JOB DESCRIPTION FOR
ADMINISTRATIVE ASSISTANT-CLERK'S OFFICE AND AUTHORIZING
A TOTAL OF TWO ADMINISTRATIVE ASSISTANT POSITIONS
WITHIN THE BOROUGH CLERK'S DEPARTMENT**

WHEREAS, the Borough Clerk's Department budget currently authorizes one administrative assistant position and one senior clerk/typist position; and

WHEREAS, over time, the senior clerk/typist position has evolved as more responsibilities have shifted to the department and the position; and

WHEREAS, these new duties include website design and maintenance, state and federal legislative bill tracking, preparation of the annual legislative priorities book and other administrative support to the Assembly's Legislative Committee; and

WHEREAS, the administrative assistant and senior clerk/typist positions are currently performing tasks requiring similar levels of skill, competence and independent judgement;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. The revised position description for administrative assistant - clerk's department is hereby approved.

SECTION 2. Two administrative assistant positions are hereby authorized within the Borough Clerk's Department.

SECTION 3. The senior clerk/typist - clerk's office, is hereby promoted to administrative assistant, Range L, effective on the first day of the pay period immediately following adoption of this resolution.

SECTION 4. That this resolution takes effect immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 12TH DAY OF DECEMBER, 2000.

Timothy Navarre
Timothy Navarre, Assembly President

ATTEST:

Linda S. Murphy
Linda S. Murphy, Borough Clerk

