



SouthEastern Arizona Governments Organization

Serving our member governments and their constituents since 1972

JOB ANNOUNCEMENT

NAME OF POSITION: Administrative Assistant / Office Specialist

FLSA: Full Time, Non-Exempt

DESCRIPTION: Under general supervision, provides administrative support for SEAGO programs and finance office; prepares, and distributes meeting notices, agenda packets and meeting minutes; reconciles financial transactions; administers purchasing functions; conducts limited human resources activities; enters data on government web based portals; and manages organization records. Requires proficiency in Microsoft Word, Excel and Outlook. Travel within SEAGO's four-county region of Cochise, Graham, Greenlee, and Santa Cruz may be required. This position combines two part-time positions, creating one full-time position with benefits. For more information including job descriptions, visit <http://www.seago.org>.

EDUCATION/EXPERIENCE: An Associates Degree in public administration, business administration, accounting, communications or other related field; a minimum of two (2) years demonstrated administrative level experience in business, public or non-profit sector; or any combination of education, training and experience which provides the required knowledge and skills stated in the job description.

Salary Range: \$24,960 - \$35,360 per year DOE.

OPENED UNTIL FILLED.

Retirement, health benefits, and travel pay are provided.

Contact Randy Heiss, Executive Director, at (520) 432-5301 x 202, with any questions.

To apply, e-mail or send a resume and three **professional** references to:

SEAGO
ATTN: Randy Heiss
1403 W. Highway 92
Bisbee, AZ 85603
rheiss@seago.org

OR APPLY ONLINE

SEAGO IS AN EQUAL OPPORTUNITY EMPLOYER.

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