



## **TOWN OF PINETOP-LAKESIDE**

### **LEGAL SECRETARY**

The Town of Pinetop-Lakeside is accepting applications for 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 standard office practices and procedures, and Windows based computer programs is essential.

The salary range for this position is \$27,691 to \$41,537 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. Applications and community information are available at [www.ci.pinetop-lakeside.az.us](http://www.ci.pinetop-lakeside.az.us). The position is open until filled. The Town is an EOE/ADA employer.

/s/ Lu Anne Frost, MMC  
Town Clerk

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