

## **EXTERNAL POSTING**

**January 26, 2004**

**POSITION TITLE:** Personal Assistant for Retired Executive

**THE POSITION:** Answering the phone, light housework, and other duties as assigned.

**QUALIFICATIONS:** Good driving record, patient, and hardworking.

**STARTING DATE:** As soon as possible.

**SALARY:** Commensurate with existing salary structure.

**DEADLINE DATE:** Review of applications will begin immediately and will continue until the position is filled.

**APPLICATION PROCEDURE:** Please contact Everett Addison at (928) 279-2343.