



Graham County Board of Supervisors  
921 Thatcher Blvd • Safford, AZ 85546  
Phone: (928) 428-3250 • Fax: (928) 428-5951

Danny Smith, Chairman  
James A. Palmer, Vice Chairman  
Drew John, Member

Terry Cooper, County Manager/Clerk

## **OPEN COMPETITIVE ANNOUNCEMENT**

**OPENING DATE: MARCH 31, 2015**

**CLOSING DATE: APRIL 20, 2015**

**GRAHAM COUNTY SECRETARY III - \$29,666 Annual Salary– Requires a High School Diploma or GED and three years of experience as a Secretary I, or an equivalent position. This position will be placed with the Health Dept. and will accomplish receptionist duties, fielding inquiries with regard to services and functions, while also accomplishing a variety of secretarial, data entry, recordkeeping and accounting duties related to departmental programs, including Immunizations, Family Planning, TB Control, Environmental Health and Emergency Services, etc. For more information or applications contact our web site at [www.graham.az.gov](http://www.graham.az.gov) or the Board of Supervisors Office, Graham County General Services Building, 921 Thatcher Blvd., Safford, AZ 85546. Completed applications must be delivered to the Board of Supervisors Office, no later than 6 pm on Monday, April 20, 2015.**