

**APEA/AFT**  
**TOTEM Administrative Assistant**

The Alaska Public Employees Association/AFT (AFL-CIO) is currently accepting applications for the position of TOTEM Administrative Assistant position in its Anchorage office. The position provides general administrative and clerical support services and performs special or ongoing assignments under the guidance of the TOTEM President.

The successful candidate also must have a knowledge of proper office methods, supplies and equipment, and possess a proper use of English language. Experience with Microsoft Office, email systems and the ability to ask questions and elicit required information, gather and analyze data, prioritize, and organize work while meeting deadlines.

Starting salary for TOTEM Administrative Assistant is \$4,240 to \$4,523 per month, (DOE), plus generous benefits. Qualified APEA/AFT members are encouraged to apply.

Interested applicants should send a completed APEA/AFT application and a send a resume to:

Sandy Thompson, TOTEM President  
3310 Arctic Blvd. Ste. 200  
Anchorage, Alaska 99503

or email to [sthompson@apea-aft.org](mailto:sthompson@apea-aft.org). Fax: 907-562-0866.