City of Tombstone

P.O. Box 339 * 613 E. Allen Street
Tombstone, Arizona 85638
Phone (520) 457-2202 TTY: 1-800-367-8939 Fax (520) 457-3516

EMPLOYMENT OPPORTUNITY

CITY SECRETARY

Position Summary:
Under the direction of the City Clerk, the City Secretary performs a variety of administrative, clerical, and customer service duties to support the daily operations of City Hall. The position provides administrative support to the Mayor, City Council, Boards and Commissions, and other City departments.

Duties include preparing Council and Board meeting agendas, recording and preparing meeting minutes, handling correspondence, processing permits, maintaining official City records, coordinating calendars, and assisting with daily office operations. The City Secretary works closely with the City Clerk, Mayor, department heads, and Board and Commission members. Attendance at evening Council, Board, and Commission meetings is required.

Reports to: City Clerk

Supervision Duties: No

Employment Status: Full Benefits

Work Week: Monday-Friday 8am-5pm (40 hrs per week)

Salary Range: Entry Level/DOE

Announcement Closes: 12/04/2026

To Apply:

- Pick up an employment application at: **City Hall 613 E. Allen Street, Tombstone**
- Or download an application online at: www.cityoftombstoneaz.gov
- For more information please contact City Hall at 520-457-2202 or e-mail: cityhall@cityoftombstoneaz.gov

The City of Tombstone is an Equal Opportunity Employer.