

EMPLOYMENT OPPORTUNITY
CITY OF ELKTON, KENTUCKY

The City of Elkton, Kentucky is now accepting applications for the position of Assistant City Clerk. Under general administrative supervision, assists the City Clerk/Treasurer with all activities and programs of the office and performs related work as required. General duties of this position include the responsibility for assisting with all duties of the office, including the preparation and maintenance of the official records of the city; assisting with the preparation, proofing and mailing of notices for utility bills, taxes, licenses, permits, fees, and other city revenues; collecting city revenues; performing accounts payable and receivable duties; preparing and maintaining financial and other reports; possible attendance and record keeping for committees and boards of the City; greeting the public and assisting customers. Requirements include High School diploma or equivalent, college desired; strong computer and organizational skills; proficiency in Word, Excel and Outlook preferred; 1 year related work experience, preferably in municipal government; offer of employment conditional upon ability to become a notary public and bonded. The City of Elkton has the right to reject any or all applications. The City of Elkton is an equal opportunity employer. An official Application for Employment is required and may be picked up at Elkton City Hall, 71 Public Square, PO Box 578, Elkton, Kentucky 42220 between 7:30 AM and 4:00 PM Monday through Friday or at www.elktonky.com. Current resume and cover letter shall be attached to the application. Applications are due by 4:00 PM, Wednesday, September 23, 2015.

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:

Computer Skills (Check appropriate boxes. Include software titles and years of experience.)

Word Processing _____ Years: _____ E-mail _____ Years: _____

Spreadsheet _____ Years: _____ Internet _____ Years: _____

Presentation _____ Years: _____ Other _____ Years: _____

Educational Background

Starting with your most recent school attended, provide the following information.

School (include City & State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

References

List names and telephone numbers of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Title	Relationship to You	Telephone	E-mail	# of Years Known
			()		
			()		
			()		

Social Security Number

SS# _____ - _____ - _____ We will use this information only for employment purposes and make reasonable efforts to safeguard your privacy.

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date ____/____/____



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Application for Employment (Short Form) #R8-A1064



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CITY OF ELKTON
POSITION DESCRIPTION
Assistant City Clerk

Class Title: Assistant City Clerk

Department: Administration / City Clerk/Treasurer's Office

Supervisor: City Clerk/Treasurer

Supervises: May Assume Responsibility for the Office in the Absence of the City Clerk/ Treasurer

Class Characteristics: Under general administrative supervision, assists the City Clerk/Treasurer with all activities and programs of the office, including accounts receivable, accounts payable, and records; performs related work as required.

Distinguishing Features of the Class: The work in this class involves the responsibility for assisting with all duties of the office, including the preparation and maintenance of the official records of the city; assisting with the preparation, proofing and mailing of notices for utility bills, taxes, licenses, permits, fees, and other city revenues; collecting city revenues; performing accounts payable duties; preparing and maintaining financial and other reports; assisting customers with problems, etc. The Assistant City Clerk works at the discretion of the City Clerk/Treasurer, and may be assigned any duties and responsibilities of the office.

General Duties and Responsibilities (Illustrative Only):

Essential:

1. Assists with all activities and programs of the office.
2. Assists in the preparation, proofing, and mailing of notices for utility bills, taxes, licenses, permits, fees, and other city revenues.
3. Accepts payments; prepares receipts; posts payments to accounts.
4. Prepares licenses or permits after receipt of payment.
5. Balances cash drawer daily.
6. Prepares bank deposits.
7. Reconciles bank statements.
8. Assists with preparing and maintaining financial records of the city, including accounts receivable, accounts payable, and other records as required.
9. Receives invoices and checks for accuracy; prepares checks for approved invoices.
10. Prepares financial reports for City Council on regularly scheduled basis.
11. Assists with the preparation and distribution of payroll; the preparation, forwarding and recording required reports on a timely basis, and maintaining payroll-related employee records.
12. Assists with employee benefits programs as requested.
13. Assists with preparing, distributing, and recording monthly, quarterly and end-of-year reports, forms, etc.
14. May attend regular and special Council meetings in the absence of the City Clerk/Treasurer and record the minutes of the meeting.
15. Assists in maintaining the official minutes of Council proceedings.
16. Assists in maintaining permanent City records.

17. Types correspondence, ordinances, resolutions, minutes, forms, contracts, reports, etc., from rough drafts; proofs for accuracy; maintains accurate files.
18. Picks up and distributes mail; prepares materials for mailing.
19. Serves as receptionist for the office; answers telephone, greets visitors, accepts inquiries and/or complaints from the public and attends to their disposition or forwards to appropriate personnel.
20. Attends and takes minutes at Codes Enforcement Board meetings.
21. Assists with cemetery records as needed.
22. Works with committees and community projects.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by one year related work experience.

Certification/Licensing Requirements: Completion of Certification Municipal Clerks program preferred, but not required.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of legal requirements relating to recording and preservation of official minutes and records.
2. Knowledge of parliamentary procedures.
3. Knowledge of local government operations.
4. Knowledge of the principles and practices of fiscal administration and accounting.
5. Knowledge of accounts receivable and payable.
6. Knowledge of modern office practices, procedures, equipment and record keeping systems.
7. Knowledge of business English, spelling and arithmetic.

Skills:

1. Skill in the use of computers and other office equipment.
2. Communication skills.
3. Public relations skills.

Abilities:

1. Ability to prepare and maintain records accurately and efficiently, and to prepare clear and concise reports.
2. Ability to prepare and maintain financial management records of the city accurately and efficiently.
3. Ability to type accurately.
4. Ability to establish and maintain an effective filing system.
5. Ability to use mature judgment, courtesy and tact in dealing with the public in person and on the telephone.

6. Ability to establish and maintain effective working relationship with city officers and employees, and the general public.

ADDITIONAL INFORMATION

Instructions: Instructions are somewhat general; many aspects of work are covered specifically, but must also use some of own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Completed work is generally spot-checked.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.

Tools, Equipment and Vehicles Used: Normal office equipment (computers, typewriter, copier, telephone, fax machine, etc.)

Physical Requirements: Work is typically performed in an office while sitting at a desk or table; lifting light objects (up to 25 pounds) is a requirement of the job.

Contacts: Frequent public and private contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information is a job requirement.

Mental Effort: Heavy.

Interruptions: Frequent.

Availability: Must be able to occasionally attend meetings at irregular hours.

Additional Requirements: Must be bonded. Must meet job-related physical and psychological requirements in effect at the time of appointment, and must pass job-related mental, psychological, and/or physical qualifying examinations that may be required.

Overtime Provision: Non-exempt.