

Dear Applicant,

September 27, 2013

Thank you for your interest in the position of **Clerk-Treasurer** with the City of Roslyn. Enclosed with this letter you will find information of the hiring process, a position notice, position description, and an application form.

The City is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, marital or veteran status, or any other legally protected status. Applicants requiring reasonable accommodation to the application and/or interview process should notify us immediately.

In an effort to obtain the best overall fit for the position of City Clerk Treasurer the City will evaluate the information you submit along with the information gathered throughout the hiring process. It is our goal to have this position filled as soon as possible.

The following general information is designed to familiarize you with the hiring process for this position; however, this process may be adjusted without further notice.

- To be considered for the position the City must receive a completed original City of Roslyn Application and current resume that demonstrates your ability to perform the functions of this position and displays the previous experience required.
- Application packets will be reviewed, those applicants chosen for an interview will be contacted by telephone, and those not selected will be notified by mail.
- The interview process may consist of, but not limited to any or all of the following: oral interview, written testing, situational exercise, and ability demonstration.
- All applicants interviewed will be notified by telephone of their status, a written notice will follow. The top applicant(s) will be notified prior to their references being contacted. A second interview may be held.
- If a suitable candidate is selected a letter of offer for employment with the City of Roslyn will be issued.

If you've any questions please contact me at (509) 649-3105.

Sincerely,

CITY OF ROSLYN

Amber Shallow



City of Roslyn
 100 E Pennsylvania Ave
 PO Box 451, Roslyn, Wa. 98941
 (509) 649-3105

APPLICATION FOR EMPLOYMENT

The City of Roslyn is an Equal Employment Opportunity Employer, we consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, material or veteran status, or any other legally protected status. Applicants requiring reasonable accommodation to the application and/or interview process should notify us immediately. Please understand that the City will only accept applications for currently advertised positions.

Position desired: _____ Date of Application: _____

How did you learn of this Vacancy?: _____ Date available for employment: _____

General Information				
Last Name		First Name		Middle Initial
Street Address	P.O Box	City	State	Zip
Home Phone ()	Work Phone ()	Message Phone ()	E-mail Address	

(Please Circle One)

If you are under 18 years of age, can you provide proof of your eligibility to work? Yes No

Have you previously applied for a position with the City of Roslyn? Yes No
 If yes, Position and Date: _____

Have you previously been employed by the City of Roslyn? Yes No
 If yes, Position and Dates: _____

Do you know anyone who is employed by the City of Roslyn? Yes No
 If yes, Name and Relationship: _____

Are you legally authorized to become employed in the United States? Yes No

Are you currently employed? Yes No
 If yes, may we contact your current employer? Yes No

If required for this position what is your Driver's License # and State? _____

Have you been convicted of a crime within the past 7 years? Yes No
 If yes, please explain: _____

The City, in making hiring decisions, will consider criminal convictions and how a conviction relates to the position you are applying for. A criminal conviction will not automatically bar you from employment.

Does the salary for this position meet your requirements? Yes No

Can you travel overnight if required? Yes No

Are you available to work occasional evenings and/or weekends if required? Yes No

Education and Training

Did you graduate from high school or receive a GED certificate? No Yes

Name/Location of institution that issued you diploma or GED Certificate:

Name of college, university or vocational school	Major	Dates Attended		Full Years Completed	Degrees Conferred		Credit Hours
		From	To		Title	Date	

Indicate any professional certificates or licenses you possess that are related to this position:

Employment History

Start with present or last job and work back. Be sure to include the experience which you feel qualifies you for this position. Include military service, volunteer service or other unpaid experience. Failure to complete this section may affect your being considered for an interview or employment. **A RESUME CAN SUPPLEMENT BUT NOT SUPPLANT COMPLETION OF THE FOLLOWING INFORMATION.** Please use a separate sheet if needed.

Employed by:	Your Job Title:
Address	Your Duties:
Employed From (Mo. / Yr.)	To (Mo. / Yr.)
Supervisor's Name	Phone No.
Supervisor's Title	
Starting Salary \$	Final \$
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
May We Contact This Employer <input type="checkbox"/> No <input type="checkbox"/> Yes	
Employed by:	Your Job Title:
City & State	Your Duties:
Employed From (Mo. / Yr.)	To (Mo. / Yr.)
Supervisor's Name	Phone No.
Supervisor's Title	
Starting Salary \$	Final \$
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
May We Contact This Employer <input type="checkbox"/> No <input type="checkbox"/> Yes	

Employment History - Continued

Employed by:		Your Job Title:
Address		Your Duties:
Employed From (Mo. / Yr.)	To (Mo. / Yr.)	
Supervisor's Name	Phone No.	
Supervisor's Title		
Starting Salary \$	Final \$	
Number of Hours Worked Per Week		
Number of Employees Supervised		
Reason for Leaving		
May We Contact This Employer <input type="checkbox"/> No <input type="checkbox"/> Yes		

Employed by:		Your Job Title:
City & State		Your Duties:
Employed From (Mo. / Yr.)	To (Mo. / Yr.)	
Supervisor's Name	Phone No.	
Supervisor's Title		
Starting Salary \$	Final \$	
Number of Hours Worked Per Week		
Number of Employees Supervised		
Reason for Leaving		
May We Contact This Employer <input type="checkbox"/> No <input type="checkbox"/> Yes		

Additional Qualifications

Please summarize your additional skills or qualifications related to this position, including computer and equipment operation:

Additional Information

Anything else you would like us to consider relating to your ability to perform the job for which you have applied?

Professional References

Please list three professional reference that are not past supervisors who can speak to your professional qualifications and character.

Name	Position and Employer	Phone Number

**CITY OF ROSLYN – AFFIDAVIT/CERTIFICATION OF
INFORMATION AND RELEASE**

By my signature below:

I certify that to the best of my knowledge the information contained in this application and all supplemental information I have submitted is true and complete. I understand that my employment may be denied or terminated if I provide false, misleading, or incomplete information during the hiring process or during my employment, regardless of when or how discovered.

I certify that I have read the job description for the position for which I am applying and that I can perform the essential and auxiliary functions listed for this position with or without reasonable accommodation, and I understand that the job description is illustrative only and does not list all functions or responsibilities of the position.

I understand that this application is valid only for this position and I must re-apply for any future positions with the City of Roslyn.

I understand that if I am hired I must produce applicable documents showing that I am lawfully authorized to work in the United States, in accordance with the Immigration Reform and Control Act of 1986, as amended.

I understand and agree that the City may contact my current and prior employers, educational institutions, and other references, whether listed or not listed in my application material. These references are authorized to give the City any and all pertinent information they may have related to my previous job performance and my ability to perform the job I am applying for, this includes information relating to my moral character. I release all persons or entities involved, including the City of Roslyn, previous employers and their agents, and any other person or entity, from all liability arising from this contact and release of information. (You will be informed prior to the City contacting references and present or past employers.)

I agree to submit to any post-offer, pre-employment, medical or physical testing, as required by the City of Roslyn.

I authorize the City to conduct a criminal history and credit check and understand that the City in making hiring decisions will consider criminal convictions and how a conviction relates to the position I am applying for. I understand that a criminal conviction does not automatically bar me from employment with the City. (You will be notified prior to the background check and if a credit check is required you will be notified of your rights under the Fair Credit Reporting Act.)

I understand and agree that nothing contained in this employment application packet creates a contract for employment between the City and me. If an employment relationship is established, I understand that unless specifically limited in an expressed, formal executed contract, I have the right to terminate my employment at any time and that the City has the same right.

Applicant Signature

Date

Applicant Name - Printed

City of Roslyn – Position Description

Clerk-Treasurer

Position Summary:

Manage all daily and long-term financial aspects of the City directly or through subordinate personnel in accordance with policies and procedures as set by Council and/or supervisory authority. Ensure the City Administrator and/or Mayor are advised of the fiscal condition of the City including all challenges and opportunities. Coordinate all aspects of City Council proceedings and act as the City's record manager. Manage special projects and grants as directed.

Essential Duties:

Manage all financial aspects of the City in accordance with state and federal laws as well as the municipal code of the City of Roslyn.

Manage the budget process and prepare the annual budget. Make recommendations to the Mayor and Council to guide the City in a positive financial direction. Invest and track city funds to ensure maximum return.

Prepare monthly expenditure and revenue reports for the Mayor and Department Heads. Prepare and present quarterly financial updates to the Mayor and City Council

Prepare annual reports for the State Auditor and manage all audits. Prepare all other financial reports to outside agencies as needed.

Prepare payroll and associated reports; maintain all payroll records and personnel files. Manage and act as contact person regarding employee benefit issues and the City's risk management.

Process all accounts payable and receivables.

Apply for, and manage, grants and special projects as directed.

Coordinate City Council Meetings, prepare agendas, packets and minutes. Publish legal notices, create ordinances and resolutions. Act as the City's records manager.

Maintain thorough knowledge and oversight and be able to supervise and perform the duties of the Deputy Clerk-Treasurer.

Maintain City Website and e-alert program.

Process business and other license applications.

Manage burial process and act as staff person for Cemetery Commission, prepare agendas, packets, and attend meetings and take minutes.

Auxiliary Duties:

Receive and open bids.

Greet and assist visitors to City Hall in person and on the phone.

May represent the City at meetings, conferences, or events.

Will require attendance at evening meetings, weekend work is not typical but may be required on occasion.

Maintain a clean and organized working environment, including City Hall and Council Chamber facilities.

Perform other duties as assigned.

Supervisory Authority:

The Clerk-Treasurer is directly supervised by the City Administrator and is responsible for supervision of the Deputy Clerk Treasurer.

Knowledge, Skills, and Abilities:

Demonstrated ability to perform the essential functions of this position.

Extensive working knowledge of office equipment and office practices.

Extensive computer knowledge and use of Microsoft Office Software, e-mail, and the internet.

Ability to work well with all types of individuals including, staff, citizens, and elected officials.

Ability to work in a fast paced environment with many interruptions, while staying organized and meeting deadlines. Excellent time management and an attention to detail is a must.

Possession of, or ability to obtain, Certified Municipal Clerk and Public Finance Officer designation.

Education and Experience:

A High School Diploma, or equivalent, with at least 3 years prior experience as a Clerk-Treasurer, Deputy Clerk-Treasurer, or similar position with a State of Washington Municipality that has provided the experience necessary to perform the essential functions of this position. A minimum of 3 years experience using the State of Washington BARS, and municipal budget preparation.

Will consider a combination of experience and education that demonstrates the ability to perform the essential functions of the position.

Physical Demands, Working Conditions, and Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; use hands to finger, handle, or feel objects, tools, or controls; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is required to stand, sit, and reach with hands and arms.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The work environment consists of a typical municipal office with moderate noise and occasional interaction with upset or hostile individuals.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.