



Application for Employment With:

Town of Twisp (509)997-4081

NOTE: COMPLETE 2 PAGES!!

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a Town representative at 997-4081/ or TDD at 1-800-833-6388.

Position(s) applied for: _____ Date of application: _____
Name: LAST FIRST MIDDLE Social Security #: _____
Address: STREET CITY STATE ZIP CODE
Telephone #: _____ Cell/Pager/Other Phone#: _____ Email Address: _____

If you are under 18, and it is required, can you furnish a work permit? Yes No
If no, please explain: _____
Have you ever been employed here before? If yes, give dates and positions: Yes No
Are you legally eligible for employment in this country? Yes No
Date available for work..... What is your desired salary range?
Type of employment desired Full-time Part-time Temporary/Seasonal
Are you able to meet the attendance requirements of the position? Yes No
Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No
If yes, please provide date(s) and details: _____

Answering "YES" to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Driver's license number if driving is an essential job function: _____ State: _____

Employment History

Provide the following information from your past four (4) employers, assignments or volunteer activities, starting with the most recent.

Table with 4 columns: From, To, Employer, Telephone #. Each row contains fields for Starting Job Title/Final Job Title, Address, Immediate Supervisor & Title, Summarize the Nature of Work Performed And Job Responsibilities, May We Contact For Reference?, Reason For Leaving, and Hourly Rate/Salary.



The Town of Twisp (509)997-4081

Skills and Qualifications

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying:

Educational Background

	NAME AND LOCATION	# OF YRS COMPLETED	DID YOU GRADUATE?	MAJOR/DEGREE?	COURSE OF STUDY
High School					
College					
Other					
Other					

Applicant Statement

I hereby certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct. I further 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) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

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, resume 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 such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a 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 this or another position, it will be necessary for me to reapply and fill out a new application unless the employer instructs me otherwise.

If I am hired, I understand that the employer is an at-will employer meaning I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice. 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 Town's Mayor and attorney.

I also understand that if I am offered employment, I will be required to provide proof of identity and legal authority to work in the United States and that I will need to pass a background check and drug test prior to my starting work. Further, I understand that the background investigation will result in the preparation of an investigative consumer report, which would include information as to my character, general reputation, personal characteristics, and mode of living. Applicants may submit a written request to the Town of Twisp for a complete and accurate disclosure of the nature and scope of the requested investigation. If any adverse actions in employment are taken based on the information contained in this report, I understand I can request a copy of said report at no charge.

I HEREBY REPRESENT AND WARRANT that I have read and fully understand the foregoing Applicant's Statement and seek employment under these conditions of my own free will and that I accept all terms of the foregoing Statement.

Date

Applicant's Signature

TOWN OF TWISP

DEPARTMENT: Administration

TITLE: Town Clerk-Treasurer

REPORT TO: Mayor

POSITION PURPOSE:

Performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, accounting, finance, investment, vouchers, invoices, warrants and other public services and providing support to Mayor, Council, Attorney and Department Heads. Providing customer assistance, cashiering, data processing, bookkeeping, accounts payable, accounts receivable, payroll and general administration. Compiles personnel files and data to maintain payroll records and files. Prepares for the Town Council meetings. Performs annual evaluations of supervised employees. Acts as Civil Service Secretary and provides technical support for the Civil Service Commission.

SUPERVISES: Deputy Clerk and Administrative Assistant

ESSENTIAL RESPONSIBILITIES:

Clerk:

Planning, Organizing, Staffing, Directing, Policy, Procedures, Meetings, Agenda, Minutes, Records Management, Keeps Emergency Preparedness Information Voters Information
Form of Government - Council, Commissions, and Boards; Legislative Procedures and Twisp Municipal Code Book, Annexations, Contracts, Agreements, Resolutions, Ordinances
Insurance, Risk Management, Claims
Public Relations, Newspapers, Citizen Complaints
Personnel Director, FLSA, ADA, Sexual Harassment,
Licenses & Permits, Building and Planning Ordinance Review
Census Reporting
Civil Service Secretary
Have knowledge of RCW's
Have knowledge of water and sewer issues
Annual Office of Financial Management Report
Keeps current regarding issues pertaining to City Clerks

Keep Records, Grants, Maps, Construction Projects for all Town Departments.

Civil Service Commission duties: prepares agenda, assembles background materials, takes and prepares minutes and performs related duties. Develops or administers a variety of job related tests to examine the qualifications for applicants for civil service positions. Maintains complex and technical records relating to the Civil Service recruitment, examination, testing, appeals, and other matters as provided under civil service rules and regulations. Ensures civil service files are maintained accurately. Works with commission to coordinate activities and resolve issues of concern. Responds to inquiries regarding

Civil Service activities; distributes and accepts applications for positions; monitors the civil service process. Serves as custodian of official Civil Service records.

Treasurer:

Cash Management and Procedures, Receipting, Vouchering, Payroll, Billing
Computer and software knowledge to track accounting, payroll, and billing system.
Investments
Monthly Balancing of Bank Statements
Monthly Balancing of Treasurers Cash
Monthly Balancing of Cash & Petty Cash
Quarterly reporting of Town Financial Status
Quarterly reporting of Investments
Records Management
Internal Controls
Debt Management, Bonds - GO Bonds, Revenue Bonds and Loans
City and State regulations and requirements
Grant Accounting and Reporting/Management
Annual Report preparer
Keeps current regarding issues pertaining to Treasurer duties

ESSENTIAL DUTIES:

CLERK:

Answers central telephone system.

Serves as a back-up to related positions.

Provides clerical or technical support to the Mayor, Town Attorney, Department Heads, and Commissions/Boards as required. Composes reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Prepares agendas and supporting materials; may take and transcribe minutes; prepares and distributes minutes and reports.

Receives telephone calls and citizen visits. Handles questions and matters of a more technical nature; responds to citizen complaints.

Interprets town ordinances.

Administers issuing of certain permits, business license permits, dog licenses and other applicable permits.

Acts as custodian of departmental documents, maps and records. Establishes and maintains filing systems, control records and indexes using moderate independent judgment.

Have a working knowledge of Zoning Ordinance, to inform the customers that request assistance with building and zone rules.

TREASURER:

Serves as a back-up to related positions. Operates listed office machines as required. Receives, stamps and distributes incoming mail, processes outgoing mail. Maintains inventories and oversees orders office supplies and materials.

Responds to counter, telephone and written inquires. Approves adjustments to errors. Takes written and verbal complaints.

Administers Real and Property Tax receipts when they are received.

Maintains accounts payable system for public works contracts.

Administers the investment program by investing, writing appropriate policy, maintaining required investment records and preparing related reports as required by Council.

Establishes and maintains records needed for bond payments and calling of bonds.

Administers receipting in for all revenues. Maintains auxiliary cash controls for investing, balancing, and other related accounting activities. Answers cash management related questions. Assists in reconciling cash fund balances to various cash reports.

Payroll:

Maintains employee master files. Compiles payroll data such as hours worked, taxes, insurance and employee identification number, from time sheets and other records. Prepares computer input forms, enters data into computer files, or computes wages and deductions and posts to payroll records. Prepares and issues paychecks and direct deposits. Calculates and pays state taxes, monthly federal taxes, medical premiums, retirement sums, etc. Answers employee questions regarding payroll checks. Reviews wages computed and corrects errors to ensure accuracy of payroll.

Accounting:

Approves invoices for payment. Verifies BARS expenditure and revenue codes. Inputs budgetary data into financial accounting system. Accumulates, calculates, posts, balances, and reconciles data for specific accounts and checks against warrant registers; identifies, traces, and otherwise resolves discrepancies in accordance with established procedures. Disburses Town funds upon approval of vouchers. Prepares periodic financial, statistical or operational reports as assigned. Processes claims and vouchers for payment on computer after matching invoices with receipts; check all claims for accuracy; verifies account codes for proper assignment of budget expenditure; sends claims to department heads for approval. Prepares claims for administrative body approval. Prepares manual warrants; mails warrants and checks. Assist in reconciling cash fund balances to various expenditure reports. Prepares monthly financial, statistical or operational reports as assigned. Prepares annual budget and is responsible for budget process.

Utility Billing:

Administers, receives telephone calls and citizens visits concerning utility billing or services; answer questions and matters of a more technical nature; responds to citizen's complaints, decides on shut offs, appears in court to testify in behalf of Town, when appropriate.

Attends conferences and meetings to keep current regarding trends in associated fields, represents the town in a variety of local, state and other meetings.

