JOB ANNOUNCEMENT

CLERK I – Part Time
CLERK TREASURER DEPARTMENT
CITY OF WOODLAND

Salary: $13.87-15.66/hr. (2014 rate/contract not settled) D.O.E. Approximately 20 hours per week or 1,040 hours annually.

Minimum Qualifications:
A. High school graduate, or G.E.D. equivalent, and
B. Two (2) years general office or preferred coursework/experience in business, legal and/or municipal government
D. Two (2) years experience on a PC with proficiency in Windows, Word, Excel, Outlook and Access is a must.
D. Two (2) years of clerical experience with progressive responsibility.
E. Prefer records management experience in a high volume, detail-oriented environment including experience with both physical and electronic records management. Experience with Electronic Document and Storage Inventory is strongly preferred.
F. Ability to fluently speak, read and write the English language.

Job Overview:
The City of Woodland is seeking a dynamic individual to fill the Records Management position. This is a part-time regular union position. They will manage all aspects of the City’s records retention and management. It will include but is not limited to records management. Proficiency in the use of MS Access. Ability to do filing, preparation of records for review and destruction per State Archives standards using DAN#, determining the retention length, etc.

Also performs accounting duties and assists in accounts payable processing; receive cash receipts; process and reconciliation of cash for deposits and other duties as assigned. Also provides support to the Clerk Treasurer. Performs a variety of responsible and proficient secretarial and accounting duties, regularly and independently, which require a broad scope of knowledge and clerical practices and procedures including use of the latest technology. Responsible for duties related to assisting clerks in greeting the public by telephone and in person and to display a high degree of professionalism.
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Must be able to work as a team in a busy environment and be flexible with a work schedule to provide coverage in the Clerk-Treasurer Department.

An application package is available at City of Woodland, City Hall Annex, 230 Davidson Avenue, Woodland WA or www.ci.woodland.wa.us. Candidates must submit City application to be considered for the position.

Closing date: Must be received by Tuesday, May 26, 2015, 5:00 p.m. (postmarked applications will not be accepted.)

Published: The Reflector 5/13/2015 and 5/20/2015
City website
Instructions: Type or legibly print this application using dark ink only. Sign and date the application. An incomplete application or an application which states “SEE RESUME” may disqualify you from further consideration.

### GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Desired Position:</th>
<th>Social Security Number:</th>
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<tbody>
<tr>
<td>Last name</td>
<td>First name</td>
</tr>
<tr>
<td>Address</td>
<td>City</td>
</tr>
<tr>
<td>Home Phone</td>
<td>Work Phone</td>
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Washington State labor laws restrict some employment from persons under 18 years old.

- Are you at least 18 years old? **YES**
- If **NO**, what is your birth date? / / 

Are you legally eligible for employment in the United States? **YES**

Are you a United States citizen? **YES**

- Are you now, or have you ever been employed by the City of Woodland? **YES**
- If **YES**, give job title: ____________
- Department: ____________
- Dates of employment: ____________

Will you accept: (Check all that apply)
- Regular
- Temporary
- Full Time
- Part Time

- Shifts you will accept: ____________
- Day
- Evening
- Night
- Weekend

Date you can start: ____________

- Is there anything that will prevent you from performing the essential functions of the position or positions for which you are applying with or without reasonable accommodation? If so, please explain: ____________

- Have you been convicted of a felony or criminal offense within the past seven (7) years? If so, please explain: ____________

- Have you worked under a different name for any employer listed on this application? If so please identify the name that you were known by, and the employer: ____________

- How long have you lived at your current address? ____________

- If less than 2 years, please provide previous address: ____________

- Do you possess a valid Washington State Drivers License? **YES**
- Do you have relatives employed by the City? **YES**

### VETERAN'S PREFERENCE – **(Civil Service Positions Only)**

Civil Service positions allow veteran’s preference in accordance with Washington State law to veterans honorably released from active military service within the last eight (8) years.

- Do you claim veteran’s preference? **YES**
- If **YES**, please attach form DD214 and complete the following items:
- Are you retired from military service? **YES**
- All dates of active duty: From / / to / / 

### EDUCATION

- Did you graduate from high school? **YES**
- Or receive a GED certificate? **YES**

<table>
<thead>
<tr>
<th>Name of College, University, Vocational School, etc.</th>
<th>Major</th>
<th>Years Completed</th>
<th>Degree Title</th>
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- Indicate any other trades, skills or licenses/certificates you possess related to the position. Include licensing and state expiration: ____________
### BUSINESS REFERENCES - *(Three Required)*

<table>
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<th>Name</th>
<th>Address</th>
<th>Phone Number</th>
<th>Years Acquainted</th>
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### PERSONAL REFERENCES - *(Three Required)*

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### EMPLOYMENT HISTORY

List your work experience, starting with the most recent. Include self-employment, military service, and volunteer work. Attach additional sheets if necessary. Be as complete as possible outlining the duties of each position. Failure to do so may affect credit you receive for experience. *A resume will not substitute for information required in this section.*

#### MOST RECENT POSITION

<table>
<thead>
<tr>
<th>Employer</th>
<th>Address</th>
<th>Position</th>
<th>No. of employees supervised:</th>
<th>Supervisor</th>
<th>Specific Duties</th>
<th>Dates Employed:</th>
<th>Final Salary</th>
<th>May we contact your current employer?</th>
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<td>YES ☐ NO ☐</td>
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**Dates Employed:**

* / to / Hours per Week

**Final Salary**

#### OTHER EXPERIENCE

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<tr>
<th>Employer</th>
<th>Address</th>
<th>Position</th>
<th>No. of employees supervised:</th>
<th>Supervisor</th>
<th>Specific Duties</th>
<th>Dates Employed:</th>
<th>Final Salary</th>
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**Dates Employed:**

* / to / Hours per Week

**Final Salary**

*The City of Woodland is an Equal Opportunity Employer*
AGREEMENT, CERTIFICATION, AND AUTHORIZATION

I hereby certify under the penalty of perjury in the state of Washington that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I authorize my current or former employers and all schools or educational and technical institutions which I have attended to the City of Woodland representatives and information regarding my current or former employment, scholastic records or ratings. I hereby release any such current or former employers or institutions, their agents or employees from any and all liability resulting from the release of such information. My authorization and release from liability are knowing, intelligent and voluntary acts.

I am willing to submit to a pre-employment drug screen if required. I understand that as a condition of employment I must provide documentation to prove my eligibility to obtain employment along with personal identification information as required by the Immigration Reform and Control Act of 1986.

I also authorize the City to supply information about my employment record, in whole or in part in confidence to any prospective employer, government agency or any other party which have a legal and proper interest, and I hereby release the City from any and all liability for providing this information.

I understand that this application is not intended to be a contract of employment. Many city positions are governed by collective bargaining agreements, which specify terms of employment. Employment for all positions not covered under collective bargaining agreements is “at will.” This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.

Signature of applicant  Date

The City of Woodland is an Equal Opportunity Employer
The following information is necessary for the City to evaluate its hiring practices and to prepare reports required by law for the State and Federal governments. This form will be detached from the employment application. This information is CONFIDENTIAL and will NOT be used to make a decision about your employment.

| Gender: | Male ☐ Female ☐ | Date of birth: | / / |

**Ethnic Group:** Please check the one box which best identifies you.

- ☐ Caucasian (white). All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- ☐ Black. All persons having origins in any of the Black racial groups of Africa.
- ☐ American Indian. All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- ☐ Asian or Pacific Islander. All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. These include, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- ☐ Hispanic. All persons of Mexican, Puerto Rican, Cuban, Central or South American, or the Spanish culture or origin regardless of race.

Please tell us how you heard about this position:

- ☐ Acquaintance/City Employee ☐ The Reflector ☐ The Daily News ☐ The Columbian
- ☐ City Website or Internet ☐ Bulletin Board ☐ Other:

This information will be detached from your application and kept separate and confidential.