

TOWN OF TWISP
CLERK/TREASURER

We are seeking candidates for our **Clerk/Treasurer** position. The ideal candidate will have a 2-year accounting, clerical or business degree with a minimum of five years experience in local government or closely related highly regulatory field; municipal clerk's certification or additional equivalent experience satisfactory to the town may be substituted for college. Other needs: Experience supervising other employees, proficiency with Excel, Word and computerized accounting software, excellent written and verbal communication skills, and bondable through Town's insurer. The position requires the ability to effectively work with diverse groups and in often-times stressful situations. Must be able to read and interpret complex state regulations and meet the requirements under RCW 35.27.170-.220 for Clerk/Treasurers. This position supervises 1.3 FTE's and is responsible for all Clerk's Office operations of the Town of Twisp. Current pay range is \$16.56 - \$24.84 per hour; starting depends on experience and Town budget. Must complete our application and supplement; resume optional. An application packet can be obtained by: calling Town Hall at(509)997-4081 or by emailing: clerktreasurer@townoftwisp.com Open until filled; first review 8/20/2010. Equal Opportunity Employer.



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: _____ Social Security #: _____
LAST FIRST MIDDLE
Address: _____ CITY STATE ZIP CODE
STREET
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 #. Rows include Starting Job Title/Final Job Title, Address, Immediate Supervisor & Title, Summarize the Nature of Work Performed And Job Responsibilities, May We Contact For Reference? (YES, NO, LATER), Reason For Leaving, Hourly Rate/Salary (Start, per, Final, per).



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