

Application Packet Cover letter

Date: April 17, 2012
Position: Administrative Assistant

First review of applications for first round interviews: May 4th, 2012

Scheduled to work 8-5pm Monday – Friday in the Treasurer/Recorders Office, located in the Williams County Courthouse. Salary will range from \$12.33-13.44 per hour depending on experience and training.

Williams County provides the following benefits to full-time regular employees: paid sick and vacation leave, a fully paid health/dental/vision benefit plan for employees and their dependents, term life insurance of \$25,000, 100% contribution toward retirement benefits through the ND Public Employees Retirement System, and 11 paid holidays each year.

All offers of employment will be contingent successful completion of a pre-employment drug screening, background check and reference review.



JOB DESCRIPTION

Title:	Administrative Assistant		
Department:	Treasurer/Recorder's Office		
Reports To:	Treasurer/Recorder	Last Updated:	April 2012

Summary:

Under direct supervision, performs a variety of clerical and support functions

Primary Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the primary duties and responsibilities performed by incumbents in this position. Incumbents may not be required to perform all duties in this description, and incumbents may be required to perform position-specific tasks other than those listed in this job description.

- Serves as departmental Receptionist; answers and transfers incoming calls; takes messages; returns departmental phone calls
- Responds to inquiries and provides general information regarding departmental matters.
- Prepares correspondence
- Conducts research on a variety of topics as requested by the public.
- Maintains departmental records, files and historical documentation.
- Performs data entry; retrieves information from departmental computer system as required.
- Maintains confidentiality of non-public records and makes available all data and information deemed a public record by the North Dakota Century Code.

Required Knowledge and Skills:

- Knowledge of clerical principles and practices.
- Knowledge of receptionist duties and standards.
- Knowledge of processes for preparing correspondence.
- Knowledge of general office procedures and standard computer software applications.
- Knowledge of customer service standards and protocol.
- Skill in performing a variety of clerical and receptionist functions.
- Skill in responding to inquiries and providing customer service to the public.
- Skill in preparing correspondence and departmental mailings.
- Skill in performing accurate data entry and maintaining departmental records.
- Skill in establishing and maintaining effective working relationships with other staff, County departments, community groups, and members of the public.

Education, Experience and License/Certifications:

- High School Diploma or G.E.D.
- Prefer one (1) year clerical/receptionist experience; **OR** an equivalent combination of education, training and experience.

Special Working Conditions:

- None.



APPLICATION SCREENING AND RATING FORM

Name (Last, First, Middle Initial)

Mark the following areas where you have experience, training, or abilities:

Property Legal Descriptions

- ☐ Reading metes and bounds descriptions
- ☐ Map reading and location determination
- ☐ Sections and $\frac{1}{4}$ sections
- ☐ Subdivision plats

Computer & Office related

- ☐ Basic computer knowledge
- ☐ Data Entry
- ☐ Working knowledge of Microsoft Word
- ☐ Working knowledge of Microsoft Excel
- ☐ Working knowledge of Microsoft Outlook or Personal e-mail
- ☐ Working knowledge of Microsoft Access
- ☐ Experience operating a scanner
- ☐ Experience using a microfilm viewer
- ☐ Experience operating a copier
- ☐ Experience using a multi-line phone system

Education or specialized training:

- ☐ High School Diploma or equivalent
- ☐ Associates degree in Administrative Assistant or Secretarial fields
- ☐ 1 or more years general secretarial/receptionist experience
- ☐ 1 or more years advanced administrative assistant experience
- ☐ Abstracting experience
- ☐ UCC/CNS forms
- ☐ Landman experience
- ☐ Work experience in County Government
- ☐ Other – please note _____

Have you obtained housing in Williston area?

- ☐ Yes ☐ No ☐ Maybe (explain: _____)

Skills – verbal, written and organizational:

- ☐ Working with the public (retail clerking, secretary, teller, etc)
- ☐ Filing & file organization
- ☐ Bookkeeping, accounting, accounts payable/receivable
- ☐ Cash drawer balancing
- ☐ Neat, legible handwriting
- ☐ Ability to lift/carry 30-50lbs
- ☐ General understanding of County tax structure



APPLICATION FOR EMPLOYMENT

UPDATED 04-08

- Check for errors & signatures before submitting
- If accommodation or assistance is needed in completing this application please contact Williams County Human Resources at 701.577.4547
- Print or type

Position applying for:

General Information

Name (Last, First, Middle Initial)			Email Address		
Mailing Address		City	State	Zip Code	
Work Telephone	Home Telephone	Cellular/Other Telephone	Primary telephone number for calls related to this job opening <input type="checkbox"/> Work <input type="checkbox"/> Home <input type="checkbox"/> Cellular/Other		
Can you provide proof, if hired, that you are eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you ever been convicted of a crime other than a minor traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain _____ (Convictions are not an absolute bar to employment but will be considered in relationship to the job requirements.)					
How did you learn about this opening?					

Veteran's Preference

Veteran Eligibility: You must be a ND resident and have served in the active military forces during a period of war or received the armed forces expeditionary or other campaign service medal during an emergency condition, and must have been released under other than dishonorable conditions. See NDCC 37-19.1.

Do you claim preference as a:

- Veteran? ☐ No ☐ Yes - *Must* attach DD-214, Report of Separation)
- Disabled Veteran? ☐ No ☐ Yes - *Must* attach DD-214 & letter less than 1 yr. old from V.A. indicating disability
- Spouse of a Disabled Veteran? ☐ No ☐ Yes - *Must* attach DD-214 & letter less than 1 yr. old from V.A. indicating disability
- Spouse of Deceased Veteran? ☐ No ☐ Yes - *Must* attach DD-214 & letter less than 1 yr. old from V.A. indicating disability

Education and/or Training

Did you graduate from high school or receive a GED Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No						
SCHOOL NAME AND LOCATION (college, business, nursing, vocational, or other)	No. of Credits		Field		Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Diploma or degree earned
	Qtr.	Sem.	Major	Minor		
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
Computer skills, related volunteer experience and other education/training or abilities						

License or Certification (include drivers license information)

License/Certification	State	Profession	License/Certification #	Expiration Date

Employment History: (Provide detail; do not use "see resume.")

- Start with your current or last job – include armed forces service and self-employment.
- Any change of job title under the same employer should be considered a separate position.
- Complete pages 3 and 4 if you have additional employment history.

May we contact your current employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable			
1.	Employer	Telephone No.	Supervisor's Name
	Type of Business	Address	
	Your Job Title	Dates Employed (indicate months & years) From: _____ To: _____	Average Hours Worked Per Week
	Duties:		
	Monthly Salary	Reason for Leaving	
2.	Employer	Telephone No.	Supervisor's Name
	Type of Business	Address	
	Your Job Title	Dates Employed (indicate months & years) From: _____ To: _____	Average Hours Worked Per Week
	Duties:		
	Monthly Salary	Reason for Leaving	
3.	Employer	Telephone No.	Supervisor's Name
	Type of Business	Address	
	Your Job Title	Dates Employed (indicate months & years) From: _____ To: _____	Average Hours Worked Per Week
	Duties:		
	Monthly Salary	Reason for Leaving	

Go on to page 3 if you have additional employment history.

I certify that all information contained in this application and any attachments is true and complete to the best of my knowledge. I understand that any willful misrepresentation, false statement, or omission by me in the application or interview process will be cause for rejection of my application or termination of my employment. I authorize investigation of all statements made on this application and any attachments, and I release all persons, companies, and organizations from liability for providing or receiving such information. I further understand that this employment application and other employment related documents are not contracts of employment; and, that any oral or written statements to the contrary are hereby expressly disavowed.	
Applicant's Signature _____	Date _____

All information provided is subject to the North Dakota Open Records Law

Equal Opportunity Employer

Williams County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services and complies with the provisions of the North Dakota Human Rights Act.

Name: _____

Additional Employment History:

4.	Employer	Telephone No.	Supervisor's Name
Type of Business		Address	
Your Job Title		Dates Employed (indicate months & years) From: To:	Average Hours Worked Per Week
Duties: 			
Monthly Salary		Reason for Leaving	

5.	Employer	Telephone No.	Supervisor's Name
Type of Business		Address	
Your Job Title		Dates Employed (indicate months & years) From: To:	Average Hours Worked Per Week
Duties: 			
Monthly Salary	Reason for Leaving		

6.	Employer	Telephone No.	Supervisor's Name
Type of Business		Address	
Your Job Title		Dates Employed (indicate months & years) From: To:	Average Hours Worked Per Week
Duties: 			
Monthly Salary	Reason for Leaving		

Name: _____

Additional Employment History:

7.	Employer	Telephone No.	Supervisor's Name
Type of Business		Address	
Your Job Title		Dates Employed (indicate months & years) From: To:	Average Hours Worked Per Week
Duties: 			
Monthly Salary		Reason for Leaving	

8.	Employer	Telephone No.	Supervisor's Name
Type of Business		Address	
Your Job Title		Dates Employed (indicate months & years) From: To:	Average Hours Worked Per Week
Duties: 			
Monthly Salary		Reason for Leaving	

9.	Employer	Telephone No.	Supervisor's Name
Type of Business		Address	
Your Job Title		Dates Employed (indicate months & years) From: To:	Average Hours Worked Per Week
Duties: 			
Monthly Salary	Reason for Leaving		