



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 #. Rows include job titles, addresses, supervisor information, and hourly rates.



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

**Clerk/Treasurer 2010 Application
Supplemental Questionnaire**

(You can attach up to 2 extra pages with your responses to these questions.
Make sure to number each response and put your name on each page.)

1. Describe your experience and training with regards to working within a governmental agency or other highly regulated environment.
Explain your role within the organization, typical duties, level of responsibility, etc.

2. Explain how you would handle a situation, what would be your process, if a citizen comes in and states that their water consumption as recorded on their utility bill is wrong and they've been overcharged.

3. Describe your system for managing multiple projects with multiple deadlines and urgent work that comes from the mayor or other department heads on a daily basis.

4. What does BARS mean to you and what would you use it for in the position you are applying for?

TOWN OF TWISP JOB DESCRIPTION

TOWN CLERK/TREASURER NON-EXEMPT

Pay Range 2019: \$21.73 - \$27.10

JOB TITLE: Town Clerk/Treasurer
DEPARTMENT: Clerk/Treasurer's Office
REPORTS TO: Mayor (Or Administrator)

PRINCIPAL PURPOSE OF JOB: Responsible for providing Clerk and Treasurer services for the Town as well as provide support services for Town departments, Mayor and Council as assigned.

Clerk Duties (85%): The incumbent is responsible for planning, organizing, directing, and controlling all activities and duties of the Town Clerk function as defined by state and federal law and Town Code, and related duties as assigned by the Town Council through Council Ordinance or Resolution. Attest all public documents, serve as custodian of the Town Seal; be responsible for records management (ordinances, resolutions, minutes, all records of Council activities and decisions pursuant to State law). Also will maintain all contract and agreement files and assist in management of same. The position coordinates all tasks assigned to the Clerk's office including supervising the Deputy Clerk/Utility Billing Clerk and Pool Manager in performing assigned duties. Through Clerk's department, provides support services to all Town departments, Mayor, Council Committees and Commissions as directed or required. Responsible for public document disclosure compliance and processing claims made against the Town.

Treasurer Duties (15%): The incumbent will also function as the Town Treasurer with professional accounting assistance from the Accountant. As Town Auditing Officer, acts as the auditing arm for both the legislative and executive branches of government. Responsible for financial operations up through cash receipts, accounts receivable, accounts payable, cash disbursements, utility billing and water consumption reporting, fixed asset control, and payroll preparation. Will coordinate with the Accountant (who will have the responsibility for all general ledger accounting, investment portfolio management, financial statement reporting, budget preparation and monitoring, and financial grant administration and reporting) to meet all State accounting and reporting requirements.

LEVEL OF AUTHORITY: Work with the Mayor and Town Council on all official clerical matters and business activities of the Town. Oversee pool operations including monitoring budget, safety policies and directing actions of and supervising manager and staff. Implement policies and programs under the supervision of the Mayor or designee for adequacy of professional judgment, compliance with policies, and achievement of results consistent with objectives within budget. Work under the guidelines of various complex governmental financial and accounting regulations, policies and procedures. Operate with latitude for independent action and decisions commensurate with demonstrated ability, within broad policy guidelines, department objectives and applicable laws, rules and ordinances. Error in judgment could have substantial impact on public acceptance of programs and efficient operation of other Town departments, and could result in legal and fiscal liability for the Town. Bear direct responsibility for auditing/certifying all claims against the Town. Directly supervise the Deputy Clerk/Utility Clerk and the Pool Manager. Responsible for working

with State Auditors and conveying and maintaining the controls and procedures the Town has adopted and uses in accounting matters.

WORK ENVIRONMENT: Work is performed primarily in an office setting and in community meeting rooms. Some work may involve visiting other work sites. Will spend long hours working on a computer.

ESSENTIAL JOB FUNCTIONS:

1. Plan, organize and direct the administration of the Clerk's Office of the Town, managing the development and implementation of goals, objectives, policies and priorities for each assigned service area.
2. Frequently refine work methods, and develop new techniques, programs, strategies.
3. Direct and supervise clerk's office staff in representing Town with customers including utility collections, business licensing, dog licensing, airport hangar leasing, and other business and in the maintenance of all accounting records, agreements, ordinances, resolutions and other official documents.
4. Keep cash account registers; record cash receipts and cash disbursements in correct registers.
5. Prepare (annually) a departmental operating budget with input from Mayor, Pool, and Building and Planning staff
6. Assist with preparation of a six-year Capital Facilities Plan update for needed capital facilities as determined by the legislative branch, and in conformance with the Town's Comprehensive Plan.
7. Oversee the Town's cash management systems including receipting, accounting, investing, purchasing and payables of the Town. Monitors for adequate cash flow to meet the Town payroll, cash expenditures and debt payments.
8. Ensure implementation and monitoring of strong internal financial controls to safeguard Town assets. May require site visits to other departments to provide advice or to audit cash handling practices. Perform role of the Town Auditing Officer. Coordinate with the State Auditor's Office staff for the annual examination of the Town's finances, internal controls, and for compliance with laws. Acts as liaison during the annual state audit.
8. **Water & Sewer Billing** Manage water and sewer billing system and be responsible to coordinate utility rate analysis to provide Council with rate-setting recommendations and documentation.
10. **Payroll** Provide system for timely and accurate compensation of employees to ensure proper recording and reporting for all employee salary and benefit information per Town policy to state and federal agencies and providers.
11. **Purchasing** Maintain a procurement policy that satisfies State law and State and Federal funding sources. Set up procedures to ensure payments are made pursuant to policy. This includes administration of the bidding process.
12. **Grant/Contract Administration** Assist with administration of major grants, both state, and federal.
13. **Inventory and Fixed Assets** Responsible for maintaining a fixed asset system and policy to meet State law including at least biannual verification of assets.
14. **Risk Management** Manage the Town's insurance program (property, liability). Maintain additions & deletions and proper insurance levels.
15. **Information Systems** Oversee and maintain utility set-up to assure accurate billing and consumption recording. Oversee and maintain the licensing module for accurate collection and recording of animal and business licenses. Provide for appropriate hardware/software

computerization for departments. Procure and manage contractors to maintain computer networking, website maintenance and computer maintenance as needed.

QUALIFICATIONS

1. Must have a two-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 can be substituted for two years of college. Minimum of two years of lead worker or supervisory experience in a similar environment.
2. Knowledge of the State of Washington Budget, Accounting & Reporting Systems (BARS), or other governmental fund accounting chart of accounts.
3. Must demonstrate ability to plan, organize, direct and coordinate the work of staff and contractors to produce results. Select, supervise, train and evaluate staff.
4. This position requires a functional ability to utilize various computerized spreadsheet, accounting and word processing systems. Must be able to operate a computer and have experience with computerized accounting systems. Must be proficient in Microsoft programs including but not limited to Excel, Outlook and Word. Must be able to learn other software programs as needed.
5. Must have excellent written and verbal communication skills. Must be able to prepare and give written and oral presentations at public meetings.
6. Ability to effectively work with diverse groups: citizens, elected and appointed officials, numerous department heads, regulatory agencies, staff and co-workers. Must be able to work in stressful and sometimes hostile situations in a professional, calm manner.
7. A valid Washington State driver's license and a driving record acceptable to the Town's insurance carrier.
8. Must be bondable.
9. Must have a solid working knowledge of basic business and contract law as it is applicable to a small government. (i.e. basics of writing resolutions, contract terms, risk management)

Physical Capabilities

1. Ability to sit for long periods, work on a desktop computer for sustained periods as necessary.
2. Physical stamina to sustain long work days, including evening meetings, as necessary.
3. Ability to review a great deal of detailed written materials for maintaining accurate records; recall and operate in an extensive regulatory environment.
4. Mental and emotional ability to withstand political stress and criticism while staying calm and professional.

Other Capabilities

1. Ability to communicate effectively and persuasively with diverse audiences, including the public, the Council, and other Town personnel at all levels.
2. Analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.
3. Build relationships and partnerships with individuals, non-profits, business partners and State and Federal agencies that represent the Town in a professional positive manner.
4. Must have the ability to plan, assign and review the work and performance of others in a manner conducive to proficient performance and high morale.
5. Must be willing to maintain professional and technical expertise through continuing education and membership in professional organizations as directed.

6. Must have extensive ability to prepare and direct preparation of comprehensive reports and departmental material and correspondence.

REQUIRED

1. As an absolute condition of employment, employees are required upon offer of hire to pass a background check and drug test. Also, must comply with a drug-free workplace agreement and a non-harassment agreement.
 2. The statements contained in this job description 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. It 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.
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