



ROOSEVELT COUNTY – JOB DESCRIPTION

County Administration Student Work Study JOB DESCRIPTION

Position Title:	County Administration Student Work Study	Exemption Status:	Non-exempt, Hourly up to 20 hours per week
Job Classification:	ENMU Student Work Study	Pay Rate:	Minimum Wage
Department:	Administration	Safety Sensitive:	No
Reports to:	County Manager	Last Update:	September 19,2016

Job Summary

Under supervision, assist County Manager (CM) with all aspects of administrative support. Provide overall clerical and administrative support to the County Administration. Duties include providing exceptional customer service, organizing special projects, assist with preparation for Commission Meetings, assisting the administrative staff, transcribing, writing and maintaining a high level of confidentiality.

Essential Functions

- Provide exceptional customer service to all visitors at the county Administrative Office; organize special projects and special functions for the County
- Answer telephone with proper etiquette, take messages, answer questions as needed and route telephone calls to proper personnel
- Provide overall clerical and administrative support to the County Administrative Offices
- Assist with preparation of the agenda for Commission Meetings, follow up with action taken at the Commission Meetings
- Collect information and assist in preparing for meetings conducted by staff in the County Manager's office
- Assist in updating the website with information from Commission meetings, job openings, and contract bids
- Maintain records for the fairgrounds and rent the buildings to county residents
- Assist in preparation of press releases and public notices
- Transcribe, write and maintain confidential letters and documents
- Assist Finance Administrator with requisitions, purchase orders and purchase card reconciliation

Non-Essential Functions

- Perform other duties as assigned

Professional Requirements

- Adhere to dress code, appearance is neat and clean
- Report to work on time and as scheduled
- Represent the organization in a positive and professional manner at all times
- Comply with all organizational policies and standards regarding ethical business practices
- Attend regular staff meetings and in-services

Qualifications

- Citizen or legal resident of the United States who has reached eighteen (18) years of age.

- High School Diploma or GED required.
- Must be a current ENMU student in good standing with Federal Work Study qualifications.
- Have not been convicted of, pled guilty to, or entered a plea of nolo contendere to any felony charge or, within the three-year period immediately preceding this application, or to any violation of any federal or state law or local ordinance relating to:
 - Aggravated assault, theft, driving while intoxicated, controlled substances or other crime involving moral turpitude; and
 - Has not been released or discharged under dishonorable conditions from any of the armed forces of the United States.
- Bi-lingual preferred.
- Veterans preferred.

Knowledge, Skills, and Abilities

- Ability to maintain confidentiality of all personnel, financial, and other information.
- Strong organizational and interpersonal skills
- Ability to use good judgment in determining work assignments
- Ability to determine appropriate course of action in more complex situations
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Ability to complete work assignments accurately and in a timely manner
- Ability to communicate effectively, both orally and in writing
- Ability to handle difficult situations involving customers, staff, or others in a professional manner

Physical Requirements and Environmental Conditions

- Work under stressful conditions and under extreme pressures
- Work in varying degrees of temperature (heated or air conditioned)
- Position requires light to moderate work with 50 pounds maximum weight to lift and carry
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing
- Manual and finger dexterity
- Hand and eye coordination
- Corrected vision and hearing to within normal range

Other Requirements

- Applicant must successfully complete background investigation which may include, but is not limited to: fingerprinting, criminal record search, reference check, credit check, and drug screening
- Must comply with the safety guidelines of the county
- Participate in performance improvement and continuous quality improvement activities

General Sign-off

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood and had the opportunity to ask questions regarding this position description.

Employee's Signature

Date



ROOSEVELT COUNTY EMPLOYMENT APPLICATION

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

HUMAN RESOURCES – 109 W. 1st St – Portales, NM 88130 - 575-356-5307

PRINT IN BLACK INK OR TYPE. These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA". **Do not leave questions blank.** Be sure to sign when completed. Roosevelt County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, ancestry, religion, age or disability in employment. You may make copies of this application and enter different position titles, but **each copy must have an original signature.** Resumes will not be accepted in lieu of fully completed applications. Please return application to Roosevelt County Administration Office/Human Resources. Faxed/Emailed applications will not be accepted.

LEGAL NAME _____
(Last) (First) (Middle)

MAILING ADDRESS (Current) _____
(Street) (City) (State) (Zip)

PHONE _____ ALTERNATE NO. _____

Are you known to schools, references, or former employers by another name? Yes () No ()

If yes, by what name (s)? _____

PRINT EXACT TITLE OF POSITION FOR WHICH YOU ARE APPLYING FOR:

Date available for work _____ Expected Salary _____

Are you at least 18 years of age? Yes () No ()

Driver's License _____ Expiration Date _____
State Number

Class A Class B Class C Class D Class E Class M CDL Endorsements: _____

Are you legally entitled to work in the United States? Yes () No ()

***Proof of eligibility will be required upon employment**

EDUCATION

(NOTE: Applicants are required to provide proof of education: i.e., diploma, degree, transcripts, certifications and registrations.)

Circle Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 Did you graduate? Yes () No () GED? Yes () No ()

Type Of School	Name & Locations of Schools	Dates Attended		Semester Hours Completed	Graduated		Expected/or Graduation Date	Type of Diploma or Degree	Major and/or Minor Field of Study
		From	To		Yes	No			
High School									
College									
Technical									
LICENSE / CERTIFICATION (P.E., Attorney, CPA, etc.)		Date Issued	Issued by (State or Other Authority)		License No.		Location of Issuing Authority (City & State)		

Special Skills/Qualifications: List ALL special skills you possess and machines or equipment you can use, such as calculators, printing or graphics, computer equipment, types of software and hardware.

What language(s) do you speak and or write fluently? _____

How fluently? Fair () Good () Excellent ()

Have you ever been employed by Roosevelt County? Yes () No ()

If yes, list the departments and dates of employment _____

Are you related to any employee, elected or appointed official of Roosevelt County (Commissioner, Assessor, Clerk, Judge, Sheriff, Treasurer)?

Yes () No ()

If yes, list the Office and name of relative _____

REFERENCES: Please provide names, addresses and phone number of three references NOT related to you (exclude former employers) in order to be considered for employment.

Name	Address	City/State	Phone Number

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, separated. I understand that failure to complete the application may be sufficient cause for rejection of this application or separation after employment. I also understand that if I am employed by the County, I must comply with its policies, procedures and directives as a condition of employment. I further understand that no employee or representative of Roosevelt County, other than the County Manager, has the authority to enter into any agreement for employment for any specified period of time.

I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the United States.

I, the undersigned, authorize any and all of my present and past employers, law enforcement agencies, courts and motor vehicle departments to disclose information regarding my character, integrity, reputation, work performance and job duties to **Roosevelt County**.

I understand that **Roosevelt County** will keep the information provided during the employment process confidential to the extent permitted by law. This application, along with any attachments, becomes the property of **Roosevelt County**.

It is the policy of **Roosevelt County** that applicants given a Conditional Offer of Employment take a drug test to show they are substance free. In order to protect the safety of co workers and the public, any applicant who refuses to take such test and/or whose test shows illegal drug use will not be employed by **Roosevelt County**.

THIS APPLICATION MUST BE SIGNED

Sign Here _____
Applicant's Signature Date

**ROOSEVELT COUNTY DRUG AND ALCOHOL ABUSE POLICY
APPLICANT'S OVERVIEW FORM**

Roosevelt County has a commitment to a drug-free workplace as a leader in promoting a drug-free work force.

All applicants, upon a conditional offer of employment for regular, full-time or part-time, safety-sensitive positions and temporary positions, will be required to submit a to a pre-employment alcohol/drug screen. A job applicant who refuses to consent to a drug and alcohol test, fails to report to collection site, or fails (tests positive) such test will be denied employment.

If a sample is positive for substances that may be associated with prescription medication, the applicant will be given the opportunity to report any medications that have been recently used to the Director of Human Resources, and will be asked to supply proof of valid prescription.

An applicant who tests positive on an alcohol/drug test may elect to have, at the applicant's expense, a portion of the original specimen retested by another approved testing facility, using the cut-off levels which are standard at the time of the testing. The request for a retest must be made within two working days of the applicant's notification of positive results. The original testing laboratory shall then arrange for the shipment of the sample to the approved testing facility of the applicant's choosing. The County shall reimburse the applicant for the retest if the retest is negative.

All employees are subject to the Drug and Alcohol Policy depending upon their jobs, which may include testing under the following conditions: post-vehicle accident, post-incident, reasonable suspicion, and random.

I certify that I have read the above overview of the Roosevelt County Drug and Alcohol Abuse Policy and consent to comply with all provisions of the policy.

Printed Name

Applicant's Signature

Date

EMPLOYMENT HISTORY

List present or most recent positions first. This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications. If you need additional space to adequately describe your employment history, you may use an employment history supplemental page or attach a typed employment history providing the same information in the same format as this application form.

_____ Company Name		_____ Company Address/City/State		
_____ Company Phone Number w/Area Code		_____ Your Position/Title		
_____ Name of Immediate Supervisor/Supervisor's Title		_____ Supervisor's Telephone Number		
_____ Beginning Salary	_____ Ending Salary	_____ Start Date MM/YYYY	_____ Ending Date MM/YYYY	_____ Hours Worked Per Week
Describe Your Duties: _____				

Reason for Leaving: _____				
May we contact your present employer? _____ YES _____ NO				

_____ Company Name		_____ Company Address/City/State		
_____ Company Phone Number w/Area Code		_____ Your Position/Title		
_____ Name of Immediate Supervisor/Supervisor's Title		_____ Supervisor's Telephone Number		
_____ Beginning Salary	_____ Ending Salary	_____ Start Date MM/YYYY	_____ Ending Date MM/YYYY	_____ Hours Worked Per Week
Describe Your Duties: _____				

Reason for Leaving: _____				
May we contact your present employer? _____ YES _____ NO				

EMPLOYMENT HISTORY

You may copy and attach several pages if necessary

Company Name

Company Address/City/State

Company Phone Number w/Area Code

Your Position/Title

Name of Immediate Supervisor/Supervisor's Title

Supervisor's Telephone Number

Beginning Salary

Ending Salary

Start Date
MM/YYYY

Ending Date
MM/YYYY

Hours Worked
Per Week

Describe Your Duties: _____

Reason for Leaving: _____

May we contact your present employer? _____ YES _____ NO

Company Name

Company Address/City/State

Company Phone Number w/Area Code

Your Position/Title

Name of Immediate Supervisor/Supervisor's Title

Supervisor's Telephone Number

Beginning Salary

Ending Salary

Start Date
MM/YYYY

Ending Date
MM/YYYY

Hours Worked
Per Week

Describe Your Duties: _____

Reason for Leaving: _____

May we contact your present employer? _____ YES _____ NO

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ROOSEVELT COUNTY APPLICANT PROFILE

This page will be used only for statistical purposes in complying with the record keeping requirements of the Federal Government and to assure equal employment opportunity in the County's hiring practices. This profile will be filed separately from your application and the information contained will not be used in determining eligibility for employment. Participation is voluntary, but encouraged. Thank you for your interest in Roosevelt County Government. Roosevelt County is an equal opportunity employer.

Position(s) applied for: _____

Today's Date: _____ Date of Birth: _____

Name: _____

Address: _____

Street/PO Box

City

State

Zip

1. Are you a veteran? YES NO
If so, what branch and when? _____
2. Are you Male or Female
3. What is your ethnic background? (Please check only one)
 White
 African-American
 Hispanic
 American Indian or Alaskan Native
 Asian or Pacific Islander
 Other (Please explain) _____
4. How did you learn about this job? (Please check only one)
 Newspaper
 Walk in
 Referral by current/past employees
 Telephone inquiry
 Radio / TV
 Internet / Website
 Other (Please explain) _____
5. Do you consider yourself or do others consider you to be handicapped or disabled? YES NO
6. Do you have any physical limitations that without reasonable accommodations could affect your ability to successfully perform the job for which you are applying? YES NO
If YES, please explain below:

DATE

INJURY

EMPLOYER

DOCTOR
