

**Town of Blacksburg**

Approved: cc

**Job Description Applications accepted at Town Hall Through May 4<sup>th</sup>, 2016**

Division/Department: Police

Location: Town of Blacksburg, S.C. 105 S. Shelby St. Blacksburg, S.C. 29702 fax 864-839-3663

Job Title: Full-time Administrative Clerk typical schedule will be Monday-Thursday 7:30-5:30

*Complete and Submit Town of Blacksburg application, Education copies (HSD/College) and  
Authorization of Release*

**General Description:**

- Promote good community relations through communications
- Record facts to prepare reports that document incidents and activities
- Maintain case logs, prepare reports, file reports
- Communicate, cooperate and schedule with court personnel and officials
- Interact and assist other law enforcement agencies and Town staff to assure efficient and effective safety
- Order supplies, maintain equipment and inventory logs
- Complete written orders to adhere with all legal requirements
- Complete Town of Blacksburg forms as applicable
- Maintain a clean and efficient work area
- Submit bills to AP, assist with schedule, submit time cards
- Represent the Town in a professional and courteous manner
- Input and maintain NCIC database
- Assist Victims Advocate program
- Any other duties assigned by Administrator and Chief of Police

**Education/Experience Requirements:**

- HSD/College
- Minimum of 8 years administrative experience
- Computer, email, phone, radio, vehicle
- Organization, multi-taking, and confidentiality mandatory

If qualifications are met a drug-screen, 10-year driving record and background check will be required.  
The Town of Blacksburg is an EEO. This is not a contract.

# Application for Employment



Please Print

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 representative of the Human Resources Department.

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_ Applicant ID # \_\_\_\_\_

Address \_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_\_ Cellular/Other # (\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_

Referral Source (How did you hear about us?) \_\_\_\_\_

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

Is this application a request for reemployment following an extended military leave of absence from this company? ..... ☐ Yes ☐ No  
If yes, additional information may be requested.

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 ☐ Educational Co-Op

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

☐ Yes ☐ No ☐ Need more information about the job's "essential functions" to respond

Driver's license number required if driving may be required in the job for which you are applying: \_\_\_\_\_ State \_\_\_\_\_

Answering "yes" to either part of the following question 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.

Have you ever pleaded "guilty" or "no contest" to, or been convicted of, a crime? ..... ☐ Yes ☐ No

If yes, please provide date(s) and details: \_\_\_\_\_

## Employment History

Starting with your most recent employer, provide the following information.

Employer	Telephone #	Dates employed:	Month	Year	to	Month	Year
Street address	City	State					
Starting job title/final job title		Compensation (Starting)					
Immediate supervisor and title (for most recent position held)		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per					
Why did you leave?		Commission/Bonus/Other Compensation \$ _____					
Summarize the type of work performed and job responsibilities.		Compensation (Final)					
		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per					
		Commission/Bonus/Other Compensation \$ _____					
Employer	Telephone #	Dates employed:	Month	Year	to	Month	Year
Street address	City	State					
Starting job title/final job title		Compensation (Starting)					
Immediate supervisor and title (for most recent position held)		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per					
Why did you leave?		Commission/Bonus/Other Compensation \$ _____					
Summarize the type of work performed and job responsibilities.		Compensation (Final)					
		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per					
		Commission/Bonus/Other Compensation \$ _____					
Employer	Telephone #	Dates employed:	Month	Year	to	Month	Year
Street address	City	State					
Starting job title/final job title		Compensation (Starting)					
Immediate supervisor and title (for most recent position held)		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per					
Why did you leave?		Commission/Bonus/Other Compensation \$ _____					
Summarize the type of work performed and job responsibilities.		Compensation (Final)					
		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per					
		Commission/Bonus/Other Compensation \$ _____					

## Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:

### Computer Skills (Check appropriate boxes. Include software titles and years of experience.)

☐ Word Processing \_\_\_\_\_ Years: \_\_\_\_\_ ☐ E-mail \_\_\_\_\_ Years: \_\_\_\_\_  
☐ Spreadsheet \_\_\_\_\_ Years: \_\_\_\_\_ ☐ Internet \_\_\_\_\_ Years: \_\_\_\_\_  
☐ Presentation \_\_\_\_\_ Years: \_\_\_\_\_ ☐ Other \_\_\_\_\_ Years: \_\_\_\_\_

## Educational Background

Starting with your most recent school attended, provide the following information.

School (include City & State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

## References

List names and telephone numbers of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Title	Relationship to You	Telephone	E-mail	# of Years Known
			( )		
			( )		
			( )		

## Social Security Number

SS# \_\_\_\_\_ We will use this information only for employment purposes and make reasonable efforts to safeguard your privacy.

## Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

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, resumé 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 truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any 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 employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. 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 employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I 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) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

### DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**AUTHORIZATION FOR RELEASE OF INFORMATION**

**TO WHOM IT MAY CONCERN:**

**Applicant Name:** \_\_\_\_\_

**Maiden Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Driver's License Number:** \_\_\_\_\_

I hereby authorize the Town of Blacksburg with this release or copy thereof to obtain any information pertaining to my credit/financial, police record, education record, past and present employment, military records, and any other record identifying pertinent information applicable to possible employment. This information may be of a privileged and confidential nature.

I hereby waive my rights of access to the letters relating to the information obtained for this release.

**Applicant's Signature:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Notarized by** \_\_\_\_\_ **day of** \_\_\_\_\_

**Notary Public** \_\_\_\_\_ **Commission Expires** \_\_\_\_\_