

Administrative Assistant – Cashier Clerk

Requirements shall be: High School diploma or GED is required, an Associate's Degree in bookkeeping, accounting, or a related field is preferred. Extensive computer experience with payroll systems, data processing, and modern office equipment.

Tasks include, but are not limited to, cash collection, disbursements, payroll, and clerical support to administrative staff. Additionally, employee will provide assistance with elections, record keeping, and tax collection. Exceptional customer service and phone skills are required.

If hired, applicant must live within 20 miles from the nearest City limits per Michigan act No. 212 of 1999. Pre-employment testing may be conducted. A copy of a high school diploma or transcripts and copy of college transcripts (if applicable) shall be submitted with the application. Copies of certifications shall be submitted with the application. City of Alpena employment application required. Starting wage is \$15.31 per hour.

Further information may be obtained from Kathy Himes, Human Resources phone (989) 354-1714; email kathyh@alpena.mi.us. To apply the complete application packet can be downloaded at www.alpena.mi.us. Veteran's preference awarded. Deadline for submitting application is November 3, 2017, at 4 p.m. EEO employer.



City of Alpena

APPLICATION FOR EMPLOYMENT

CITY HALL

208 NORTH FIRST AVENUE

ALPENA, MICHIGAN 49707-2885

Phone (989) 354-1700

Fax (989) 354-1709

www.alpena.mi.us

To the Applicant: We appreciate your interest in our City and assure you that we are interested in your qualifications. A clear understanding of your background and work history will aid us in seeking to place you in a position which, in our judgment, best meets your qualifications.

We are an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, marital or veteran status, the presence of a medical condition or handicap, height, weight, Genetics (GINA) or any other protected status.

PERSONAL

Name _____ Date of Application _____
(Last) (First) (Middle)

Address _____
(Number) (Street) (City) (State) (Zip Code)

Telephone No. _____

Are you 18 years or older? _____ Are you a U.S. citizen? Yes No

Are you authorized to work in the United States? Yes No

Have you been previously employed here? Yes No If yes, date(s) _____

Supervisor Name(s) _____

Have you filed an application before? Yes No If yes, date(s) _____

List any friends or relatives working here _____

What method of transportation will you use to come to work? _____

EMPLOYMENT DESIRED: Position(s) applied for _____

Kind of work sought: Full Time Part Time Other _____

If part-time, specify hours and days desired _____

Do you have any special training, skills, qualifications, or other experiences that relate to the position(s) applied for?

Salary desired _____ Date available to start work _____
(be as specific as possible)

Are you related to the Mayor, Council persons, City Manager, or their spouses? Yes No

If yes, explain relationship: _____

Employers must make accommodations to disabled applicants and employees where the accommodation does not impose an undue hardship on the employer.
Under Michigan law only, disabled employees and applicants may request an accommodation of their disability by notifying the City in writing of the need for accommodation within 182 days of the date the disabled individual knows or should know that an accommodation is needed. This requirement does not apply to an individual's right under the Americans with Disabilities Act. Failure to properly notify the City may preclude any claim that the employer failed to accommodate the disabled individual.

EMPLOYMENT EXPERIENCE (List current or most recent job first)

1

Employer Name	Dates of Employment and Pay Scale	Work Performed
Street Address	From:	
City, State, Zip	To:	
Phone Number with area code	Starting Hourly Rate/Salary	
Job Title	Final Hourly Rate/Salary	
Supervisor Name	Reason for Leaving	

2

Employer Name	Dates of Employment and Pay Scale	Work Performed
Street Address	From:	
City, State, Zip	To:	
Phone Number with area code	Starting Hourly Rate/Salary	
Job Title	Final Hourly Rate/Salary	
Supervisor Name	Reason for Leaving	

3

Employer Name	Dates of Employment and Pay Scale	Work Performed
Street Address	From:	
City, State, Zip	To:	
Phone Number with area code	Starting Hourly Rate/Salary	
Job Title	Final Hourly Rate/Salary	
Supervisor Name	Reason for Leaving	

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Employer Name	Dates of Employment and Pay Scale	Work Performed
Street Address	From:	
City, State, Zip	To:	
Phone Number	Starting Hourly Rate/Salary	
Job Title	Final Hourly Rate/Salary	
Supervisor Name	Reason for Leaving	

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Employer Name	Dates of Employment and Pay Scale	Work Performed
Street Address	From:	
City, State, Zip	To:	
Phone Number	Starting Hourly Rate/Salary	
Job Title	Final Hourly Rate/Salary	
Supervisor Name	Reason for Leaving	

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	Name/Location	Years Completed	Diploma Degree	Course of Study
Elementary				
High School				
College				
Graduate				
Vocational/Training				

List any other educational training _____

REFERENCES: (Do not include relatives or former employers)

	NAME	ADDRESS (Street Address, City, State, Zip)	PHONE NUMBER	YEARS ACQUAINTED
1			()	
2			()	
3			()	

MILITARY SERVICE RECORD

Have you had any experience in the Armed Forces of the United States or in a State National Guard? Yes No

If yes, what branch? _____ Rank at discharge _____ Date of discharge _____

Are you in the reserves? Yes No If yes, date obligation ends _____

Special/technical training _____

ADDITIONAL INFORMATION

Have you been convicted of a crime? Yes No If yes, where, when, and nature of offense _____

Do you have a valid driver's license Yes No License No. _____ (Required) _____ (State)

List professional, trade, business, or civic activities and offices held excluding groups the name or character of which indicate race, color, religion, sex, national origin, handicap, marital or veteran status, height, weight, or age.

State any additional information that you feel may be helpful to us in considering your application. _____

Name, address, and telephone number of the person to be notified in the event of accident or emergency. _____

AUTHORIZATION AND UNDERSTANDING:

Upon the signing of this application, I represent that all of the information now or hereafter given by me in support of my application is true and complete. I authorize you to verify any of the information concerning my employment, education, criminal history, medical history (post-offer only), or credit history with the appropriate individuals, companies, institutions or agencies, and I authorize them to release such information as you require including my prior disciplinary employment record, without any obligation to give me written notice of such disclosure. I also authorize you to release any information requested by any of my prospective or subsequent employers without any obligation to give me written notice of such disclosure. I hereby release you and them from any liability whatsoever as a result of any such inquiries and disclosures. I agree that any false information in support of my application may subject me to discharge at any time during the period of my employment.

I agree that either party may terminate the employment relationship, with or without cause, at any time, and I further agree that this arrangement may only be altered in writing directed to me personally and signed by the City Manager of Alpena. I agree that I shall be bound by the other rules, policies, regulations, and terms and conditions of employment of the City as they are from time to time changed, and no additional obligations can be imposed on the City except those which have been acknowledged in writing by the City Manager or his designated representatives. I hereby authorize the City to deduct from each and every period of my pay any amounts necessary to offset any damages caused by me or the value of property or money entrusted to me by, or owed by me to, the City during the course of my employment.

I agree that any action or suit against the City, its agents or employees, arising out of my employment or termination of employment, including, but not limited to, claims arising under State or Federal civil rights statutes, must be brought within 180 days of the event giving rise to the claims or be forever barred. I waive any limitation periods to the contrary. I further agree that if I should bring any non-statutory action or claim arising out of my employment against the City, in which the City prevails, I will pay to the City any and all such costs incurred by the City in defense of said claims or actions, including attorney fees. I further agree that my employment is conditional until such time as the results of my post-offer physical (if such physical is required) are known.

Signature

Date

Email Address: _____