

CITY OF MANISTEE

Confidential Police Secretary

Position Announcement

The City of Manistee is seeking an experienced and versatile part-time Confidential Police Secretary to serve in variety of capacities at the Manistee City Police Department. Primary responsibilities include receiving and screening visitors and callers to the administrative office, transcription of police reports, assist in accounts payable and the budgeting processes, and assisting the Public Safety Director with planning and scheduling meetings. Activities include a full range of office duties including assisting the public, bookkeeping, data entry, scheduling, filing, records management, application and transaction processing.

The successful applicant will possess high-level customer service skills, excellent written and oral communication, exemplary computer ability, organization and office management skills, initiative and adaptability. He or she will have attention to detail, willingness to learn new skills and tasks as well as proven track record of improving organizational efficiency and effectiveness.

High school diploma required. Associates or Bachelor degree strongly preferred or a substantial combination of education and experience which demonstrates the knowledge and ability to perform the work.

Wage range \$11.50 to \$13.80 / hr. commensurate with experience and background.

Interested applicants should submit an application, cover letter, resume and references by August 25th. Position start date is September 18th. Materials shall be delivered to the City Clerk's office.

The City is an equal opportunity employer.

APPLICATION FOR EMPLOYMENT



AN EQUAL OPPORTUNITY EMPLOYER

INSTRUCTIONS - COMPLETE ALL SECTIONS:

Please print the requested information in the spaces provided below:

Date of Application: _____ Date available to begin work: _____
Month/Day/Year Month/Day/Year

PERSONAL INFORMATION

Form containing personal information fields: Last Name, First, Middle, Social Security Number, Street Address, Home Telephone, City, State, Zip Code, Cell Telephone, e-mail address, Emergency contact, and employment-related questions.

EMPLOYMENT DESIRED

Form containing employment desired fields: POSITION(S) APPLIED FOR, DEPARTMENT(S) (Police, Fire, Finance, Clerk, Water & Sewer, Public Works, Parks, Marina, Administration, Other), PAY/SALARY DESIRED, and Kind of Work Sought (Full-time, Part-time, Seasonal).

EDUCATION

Applicants for certain positions may be required to provide transcripts:

EDUCATION	NAME & LOCATION OF SCHOOL	# OF YEARS COMPLETED	SUBJECTS STUDIED	DEGREES EARNED
High School				
College/University				
Vocational/Trade/Graduate School				

GENERAL

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

A current driver's license is required for positions which require the operation of any City vehicles/equipment. A license check will be conducted for application for positions requiring a current driver's license.

U.S. Military Service:

Branch of Service _____ From _____ To _____

Rank or Rating _____ Type of Discharge _____

PHYSICAL RECORD

Medical Examinations: In accordance with the provisions of the Americans with Disabilities Act, the City of Manistee may require job applicants to undergo a medical examination after an offer of employment has been made and prior to the commencement of employment duties, and may condition the offer of employment on the results of such examination.

I HEREBY CERTIFY THAT I AM NOT CURRENTLY ENGAGED IN THE ILLEGAL USE OF DRUGS:

I understand that as a condition of employment, **for positions requiring the operation of any City vehicles/equipment**, I may be required to take a pre-employment drug test for the illegal use of drugs, which may include the collection of urine samples from my person. I agree that the results of this test may be submitted to the City of Manistee, or its authorized representative, and I expressly release the collection agency and the testing laboratory from any and all liability for performing the requested test, and for communicating the results to the City of Manistee. I understand that if the results of any pre-employment drug tests are positive, it will be cause for rejection of my application or, if I am hired, that my employment with the City of Manistee may be immediately terminated.

I agree not to commence any action or suit relating to my employment with the City more than six (6) months after the occurrence of the facts giving rise to the claim, whichever is earlier, and to waive any longer statute of limitations to the contrary. In the event that the statute of limitations applicable to such claim is less than six (6) months, I agree that the shorter statute of limitations shall apply"

Applicant's Signature: _____

FORMER EMPLOYERS

Please give an accurate, complete, full-time and part-time employment record. Start with present, or most recent employer. (List additional employers on a separate sheet, if necessary.)

PLEASE PRINT ALL INFORMATION

1.	Company Name:	Telephone:
	Address City/State	Employed (List Month and Year) From: To:
	List Your Job Title and Responsibilities	Reason for Leaving

2.	Company Name:	Telephone:
	Address City/State	Employed (List Month and Year) From: To:
	List Your Job Title and Responsibilities	Reason for Leaving

3.	Company Name:	Telephone:
	Address City/State	Employed (List Month and Year) From: To:
	List Your Job Title and Responsibilities	Reason for Leaving

4.	Company Name:	Telephone:
	Address City/State	Employed (List Month and Year) From: To:
	List Your Job Title and Responsibilities	Reason for Leaving

Have you ever been discharged or requested to resign any job?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, please explain circumstances _____ _____		
Are you presently employed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

REFERENCES

Please give the names of three (3) persons, not related to you, whom you have known for over a year.

NAME	ADDRESS	TELEPHONE	BUSINESS	YEARS KNOWN

SIGNATURE
(Read carefully before signing.)

- I certify that the answers and information given by me in this application are true, correct and complete without qualification. I understand that the City of Manistee has the right to refuse to hire or immediately discharge me, at any time, if it discovers that I have provided incomplete, untrue, or misleading answers or information in this application or on any other documents or forms submitted at any time during my employment.
- I hereby authorize the City of Manistee to verify the answers and information given by me in this application and to make any investigation of my background deemed necessary. I authorize former employers, law enforcement organizations, educational institutions, and any other third party contacted by the City of Manistee to release to the City of Manistee any information they have regarding me without providing written notice to me.
- I authorize the City of Manistee to use any information in its possession concerning me for any purpose it deems appropriate, including disclosure of information to any third party, future employer or prospective future employer without notification to me of such disclosure; and I release the City of Manistee from any liability in connection with such use or disclosure.
- If I am hired by the City of Manistee, I understand and agree that I will be bound by the rules, regulations, policies, procedures, and other terms and conditions of employment of the City of Manistee as they are from time to time changed, with or without notice to me.
- I also understand that the City may, in its sole discretion, conduct or have conducted by an individual or entity of its choice, a conviction-only criminal background history search on me. I hereby consent to this search being conducted and to the disclosure of the results of that search by the individual or entity conducting the search to the City. I further hereby release the individual or entity conducting the search, the City, and its employees and agents, from any and all liability, claims and damages, including but not limited to, claims for releasing or using any information revealed as a result of this search. I also understand and acknowledge that criminal convictions may result in disqualification from employment with the City or in dismissal from employment if an offer of employment has been made and accepted.

Applicant's Signature: _____

Date: _____