

This form may be printed out and completed, then mailed or delivered to:

Human Resources
City of Scottsbluff
2525 Circle Dr.
Scottsbluff, NE 69361

APPLICATION DEADLINE: MARCH 9, 2018

****PLEASE CONTACT JANA BODE AT (308-630-6216)
IF YOU WISH TO SUBMIT YOUR APPLICATION
ELECTRONICALLY**

JOB OPPORTUNITY
CITY OF SCOTTSBLUFF, NEBRASKA
Deputy City Clerk

Description of the Job:

The Deputy City Clerk performs a variety of skilled and technical assignments in the support of the City Clerk's office. This position will perform office work directly related to the general business operations of City of Scottsbluff and provide assistance with all aspects and duties of the City Clerk/Risk Manager. The Deputy City Clerk will perform collection of data for special reports and surveys under the direction of the City Clerk and/or the City Manager. This position requires solid written and verbal communications, strong organizational and time management skills, a positive and energetic attitude, must exercise mature judgment and discretion. The job involves the ability to maintain a high degree of confidentiality in all phases of work assignments and to work with minimum supervision. This individual will serve as City Clerk when required. This position reports to and is directly supervised by the City Clerk/Risk Manager.

Essential Functions of the Job:

Under the direction of the City Clerk, assist in the preparations of the City Council meetings, including but not limited to the publication of public notice, distribution of agenda, attending council meetings and preparing accurate minutes;

Under the direction of the City Clerk, inform citizens and the news media of information related to city operations, decisions and actions;

Perform a variety of clerical responsibilities including 10-key operations, efficient data entry and computer skills, typing correspondence, memos, reports and filing;

Assist City Clerk/Risk Manager with the maintenance and retention of records, as well as the disposing of said records in a legally acceptable manner;

Assist with receiving and preparing City Council reports in reference to liquor license applications and ensuring that all hearing deadlines are met and the documents are processed in timely;

Issue permits and licenses and collect fees for all permits and licenses as required by state law and city ordinance;

Advise citizens and business on ordinance provisions, existing regulations and procedures related to conducting business in the City, and if necessary, refer citizens to appropriate departments of City;

Responsible for being conversant in all areas of the City municipal code and state laws which affect the operation of the City relating to the duties of the City Clerk's office;

Routinely search and find state laws within the library and routinely search and find existing city ordinances contained in the code book of the City;

Work closely with the staff of the City Attorney office to assure legal documents are prepared in a timely manner;

Under the direction of the City Clerk, complete monthly reports;

Assist in updating the municipal code book periodically and distribute documents to appropriate departments;

Assist in the bid process;

Under the direction of the City Clerk/Risk Manager, maintain the requirements of the city's insurance plan and the annual audit and report requirements;

Assist with the investigation of accidents involving bodily injury and property damage and prepare reports;

Under the direction of the City Clerk may be assigned to serve as secretary to any city committee upon request;

Attend training and other workshops to ensure that all operations of the office are current and in accordance with state law;

Regular attendance and punctuality required;

Knowledge, Skills, and Abilities:

Knowledge of office procedures, practices, systems, and equipment;
Ability to deal competently, courteously and professionally with employees, the general public and City Council;
Ability to attend meetings outside of normal work hours and to take accurate minutes;
Ability to communicate effectively both orally and in writing;
Ability to obtain licenses and certification as it relates to the position;
Must be very detail oriented as well as accurate;
Ability to perform multiple tasks simultaneously in a work environment which includes constant interruptions;
Ability to lift up to 20 lbs, to perform repetitive motion tasks, sit, talk, hear, reach with hands and arms, use fingers to handle objects, ability to operate necessary office equipment.
Occasionally required to stand, walk, kneel, crouch, stoop and lift.

Minimum Qualifications:

Two years experience with/in a window based word processor.
Demonstrated ability to type rapidly with a high degree of accuracy.
Proficiency in data processing, word processing and spreadsheets.
Dependability required.
Valid Driver's License.

Preferred Qualifications:

Bachelor's Degree in business or related area.
Previous experience in municipal record keeping at a level of City Clerk.
Current licenses and certification as it relates to the position.
Knowledge of State laws relating to powers, duties and function of municipal government.

This job description is intended to describe the general nature and level of work to be performed by employees assigned to this classification and is not intended to be construed as an exhaustive list of all responsibilities, duties and skills of personnel so classified.

Hourly rate: \$21.45 - \$28.74

CITY APPLICATION FORM REQUIRED AND MAY BE OBTAINED AT www.scottsbluff.org OR AT CITY HALL, 2525 CIRCLE DR., SCOTTSBLUFF, NE 69361. APPLICATIONS WILL BE ACCEPTED UNTIL 4:00 P.M., FRIDAY, MARCH 9, 2018.

An Equal Opportunity Employer, no discrimination on the basis of disability, only U.S. citizens and aliens authorized to work in the United States will be hired and all employees are required to complete a verification form.

To be eligible to claim Veteran's Preference under the provisions of Section 48-225 through 48-231 of the Nebraska Statutes, you must furnish a copy of honorable discharge (Form DD 214) at the time of filing this application.

City of Scottsbluff, Nebraska Application for Employment

The City of Scottsbluff is an Equal Opportunity Employer. Race, color, religion, age, sex, disability, marital or veteran status, place of national origin and other categories protected by law are not factors in employment, promotion, compensation or working conditions.

Please print or write legibly in ink. Fill in all blanks completely.

POSITION APPLIED FOR:		DATE OF APPLICATION:
Last Name	First Name	Middle Initial
Address:	City and State	Zip
Telephone: Home	Cell	Work/Business

APPLICANT INFORMATION:

Do you have a valid driver's license	<input type="checkbox"/> Yes <input type="checkbox"/> No	License No.	State	Exp. date
Are you legally eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				
<i>(Proof of citizenship or immigration status will be required upon employment)</i>				
*Have you ever been employed with the City of Scottsbluff before? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, give date: _____ What Department? _____				
Have you ever been dismissed from employment for misconduct, or have you ever resigned on request to avoid discharge? Please explain. <input type="checkbox"/> Yes <input type="checkbox"/> No				
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, may we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Are you related to anyone employed by the City of Scottsbluff? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, Name of relative: _____ Department: _____				
Date you can start:			Salary Desired:	

EDUCATIONAL BACKGROUND:

School Name and Location	High School or GED				Undergraduate College/University				Graduate/ Professional			
	9	10	11	12	1	2	3	4	1	2	3	4
Years Completed												
Diploma/Degree												
Major and Minor Subjects												
List Licenses, Professional Registration or other Recognition:												
List Special Skills or qualifications:												

MILITARY: Complete this section if you served in the U.S. Armed Forces:

Branch of Service	Duties and special training:
Period of Active Duty:	Rank at Discharge:
From _____ To _____	Type of Discharge:
Are You Claiming Veteran's Preference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, a copy of honorable discharge papers, (form DD214) must be attached to this application to be eligible. Veteran's Preference only applies when a qualified candidate obtains passing scores on all parts and phases of examination/interviews.	

For City use only!

This application was received by: _____ Date _____

EMPLOYMENT EXPERIENCE:

Start with your present or most recent position, including military service and complete the below information fully. If you need additional space, please continue on a separate sheet of paper.

Application should be fully completed, without reference to attached resume. In addition, you may include a resume.

Name of Employer:	Dates Employed (Month & Year)		Salary Rate:	
	From:	To:	Total:	Starting: End:
Address:	Name of Supervisor:		Your Position:	
City State Zip	Describe your duties:			
Telephone Number:				
Reason for Leaving:				
Name of Employer:	Dates Employed (Month & Year)		Salary Rate:	
	From:	To:	Total:	Starting: End:
Address:	Name of Supervisor:		Your Position:	
City State Zip	Describe your duties:			
Telephone Number:				
Reason for Leaving:				
Name of Employer:	Dates Employed (Month & Year)		Salary Rate:	
	From:	To:	Total:	Starting: End:
Address:	Name of Supervisor:		Your Position:	
City State Zip	Describe your duties:			
Telephone Number:				
Reason for Leaving:				

REFERENCES: List three references who are neither related to you nor a former employer.

Name	Address (City, State, Zip)	Telephone Number	Years Known

EMPLOYEE CONSENT

I, _____ hereby give consent to any and all prior employers of mine to provide information with regard to my employment with prior employers to the City of Scottsbluff

Signed: _____ **Date:** _____

APPLICANT'S STATEMENT: (Read carefully before signing)

I certify that answers given in this application are true and complete to the best of my knowledge. I authorize a complete background investigation, including but not limited to all statements contained in the application for employment as may be necessary in arriving at an employment decision. If I am employed by the City based on this application, I understand that false or misleading information given in my application or interview(s) will result in discharge. I understand that if I am hired, my employment is at will, and I can be terminated according to the provisions of the City of Scottsbluff's Personnel Manual.

Signed: _____ **Date:** _____

ANTI-DRUG PLAN

In accordance with the NEBRASKA DRUG FREE WORK PLACE ACT of 1988, and the City of Scottsbluff's Anti-Drug Plan, the City of Scottsbluff has instituted a drug testing program. The City of Scottsbluff has reviewed the legal, operational, social, medical and ethical aspects of instituting this program. I understand that manufacture, distribution, possession, use, sale, transfer, purchase, and transport of illegal drugs will be considered a violation of the City of Scottsbluff's Anti-Drug Plan and shall be grounds for disciplinary action, including termination. This program allows all employees to enjoy a safe, productive, and healthy work environment. Individuals are urged to seek assistance prior to problems affecting on-the-job performance.

PRE-EMPLOYMENT: Job applicants who are being considered for employment for positions with particular responsibilities must read the Anti-Drug Plan, sign a consent form, and submit to pre-employment drug testing.

CERTIFICATION: I have read, and understand the content of the above Anti-Drug Plan. I understand that compliance with the Anti-Drug Plan will be considered a condition of employment with the City of Scottsbluff.

Date

Signature

CITY OF SCOTTSBLUFF

EMPLOYMENT REFERENCE CHECK

Disclosure Pursuant to the Fair Credit Reporting Act: The City of Scottsbluff may obtain a Consumer Report about you for employment purposes. This Consumer Report may contain information about you including but not limited to the information set forth below. A summary of Your Rights Under the Fair Credit Reporting Act is attached.

I _____ authorize the City of Scottsbluff to check previous employment and /or personal references listed on my application and/or resume. I also give my consent to the City of Scottsbluff to obtain the following: Records of educational institutions that I have attended;

- Driving record and civil and *criminal history records;
- Employment records from previous employers to include evaluations, disciplinary history, complaints or grievances filed by or against me,
- Pre-employment records from prospective employers;
- A consumer report that might show financial and credit information, including credit reports and ratings; records from Financial Institutions to include loan performance, loan officer notes and financial statements, understanding that I have rights under the Fair Credit Reporting Act. Any information from Counsel who have represented me in civil or *criminal cases and I specifically waive the attorney client privilege in that regard.

The above records may be obtained through a variety of agencies/sources, including the internet.

Signature _____ **Address** _____

Date _____

(Including maiden name)

Social Security # _ _ _ - _ _ - _ _ _
Number _____

Phone

Most recent or current Employer _____

Telephone _____

Supervisor's Name _____ **Title**

Date of Employment _____

**The City of Scottsbluff will not conduct a criminal background or history check for you unless and until the City determines that you meet the minimum employment qualifications for the position applied for. This limitation does not apply to applicants for police officer positions.*

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: www.federalreserveconsumerhelp.gov Email Address: ConsumerHelp@FederalReserve.gov
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051