

Office Clerk (Included)

Job Objectives

Performs various typing and clerical work for the Administrative, Fire, Public Works and Sewer Departments.

Primary Job Functions

- Responsible for answering phones and handling customer complaints and other problems.
- Responsible for issuing Residential Building Permits.
- Assist answering questions related to zoning matters.
- Responsible for opening and distributing mail for all departments.
- Responsible for serving as a cashier and balancing cash drawer at the end of each day.
- Responsible for scheduling community center, gym and meeting room; receiving and documenting rental payments as applicable.
- Responsible for issuing parade and solicitation permits after approval by the Mayor and/or Council.
- Responsible for business licenses--taking application and payment, issuing license and inputting all information in the computer.
- Responsible for billing occupational licenses annually.
- Responsible for receiving tax payments from insurance companies.

Secondary Job Functions

- Performs other related/non-related functions as required.

Special Qualifications

- Must be Bondable.
- Must qualify for Notary Public.

Equipment Knowledge

- Must have extensive knowledge of modern office practices, procedures, and equipment.

Critical Skills/Expertise

- Must have specialized knowledge of Department policies, procedures, standards, and work methods, and the ability to explain and apply them.
- Must have the ability to organize work to meet deadlines and complete work with accuracy and according to established policies and procedures.
- Must have ability to communicate effectively, both in writing and verbally to complete reports, process documents, and answer customer's questions.
- Must have ability to perform basic mathematics to process monies received and billings for mailing.
- Must have experience with Microsoft Office.

Educational Requirements

- Must have High School Diploma or GED equivalent.
- Should have at least 2 to 3 years of office experience.

Reporting Responsibility

- Reports directly to the City Clerk.

Physical Requirements

- Expected to work in a position which has been identified as light; some bending, twisting and light lifting may be required.

Work Environment

- Required to work inside with protection from all weather conditions.

Safety Equipment

- Required to work in accordance with OSHA office standards and regulations.

CITY OF SHEPHERDSVILLE

634 Conestoga Parkway
P.O. Box 400
Shepherdsville KY 40165

Employment Application

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Salary	
Position Applied for		Full-time or Part-time?	
Are you a citizen of the United States?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you at least 18 years of age?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Have you ever been convicted of a felony?	YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain		
Have you ever worked for the City of Shepherdsville? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, where and when			

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

List any special skills or licenses you have:

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date