

Hall County
Equal Employment Opportunity Employer

Application for Employment
This application is good until the position is filled.

Hall County assures equal employment opportunity to applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, age, marital status, pregnancy, mental or physical disability, genetic information, religion, military status, or any other prohibited basis of discrimination, as provided under applicable state and federal law.

FEDERAL LAW OBLIGATES US TO PROVIDE REASONABLE ACCOMMODATION TO THE KNOWN DISABILITIES OF APPLICANTS AND EMPLOYEES, UNLESS TO DO SO WOULD POSE AN UNDUE HARDSHIP. PLEASE FEEL FREE TO LET US KNOW IF YOU NEED AN ACCOMMODATION TO COMPLETE THE APPLICATION PROCESS OR TO PERFORM ANY ESSENTIAL ELEMENTS OF THE POSITION SOUGHT.

Type of Work Desired (CHECK ALL THAT APPLY):

Full-Time Part-Time Regular Temporary

Have you ever been employed here before? Yes No If yes, give date: _____

Have you filed an application here before? Yes No If yes, give date: _____

Applicant's Name (Last, First, Middle Initial): _____

Street Address: _____

City, State, Zip Code: _____

Home Telephone Number: _____ Work Telephone Number: _____

Position Applied For: _____ Date Available for Work _____

How did you learn about the job you have applied for? (Be specific as to the source.) _____

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

If hired, you will be required to submit documents sufficient to establish employment authorization and identity in compliance with the Immigration Reform and Control Act of 1986. While you need not provide this proof of citizenship or immigration status at the time you are interviewed, please be prepared to assure us that you can do so immediately upon being hired if you receive an offer of employment.

This position is subject to a veterans preference. Are you eligible for and requesting a veterans preference? Yes

(A veteran requesting preference must submit with his/her Application for Employment a copy of the veteran's Department of Defense Form 214. A spouse of a veteran requesting preference must submit with his/her Application for employment a copy of the veteran's Department of Defense Form 214, a copy of the veteran's disability verification from the United States Department of Veteran Affairs demonstrating a 100 percent permanent disability rating, and proof of marriage to the veteran.)

EMPLOYMENT RECORD

List below the positions you have held, starting with your present employment. If more than one position or classification has been held with a given organization, list each position or classification as a separate period of employment. Under "Specific Duties," describe clearly the tasks you performed and the nature of your supervisory, technical, or other responsibilities. Please be complete. Your employment history may be verified by contacting previous employers. Volunteer, military, or unpaid experience will be evaluated in the same manner as paid employment and should be entered in the same manner. If you need more space, attach a separate sheet of paper. Please exclude organization names that indicate, for example, race, color, religion, sex, disability, or national origin.

Employment Information	Description of Duties
Employer/Kind of Business	Position Title
Street Address	Specific Duties
Immediate Supervisor/Title	Telephone Number
Dates of Employment (Month/Year) From: _____ To: _____	Hourly Rate/Salary Starting: _____ Final: _____
Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	
Reason for Leaving	
Employment Information	Description of Duties
Employer/Kind of Business	Position Title
Street Address	Specific Duties
Immediate Supervisor/Title	Telephone Number
Dates of Employment (Month/Year) From: _____ To: _____	Hourly Rate/Salary Starting: _____ Final: _____
Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	
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EDUCATION/SKILLS RECORD

Please list education or specialized experience that relates to the position(s) for which you are applying. Exclude names or terms that indicate, for example, race, color, religion, sex, disability, or national origin.

Circle Highest Grade Completed: 6 7 8 9 10 11 12

College: 1 2 3 4 5 ___ Did You Graduate? ___Yes ___No

Post- High School	Name of School	From	To	Major	Degree Type
College/University					
Graduate School					

If required by the job you have applied for, have you had training/course work or experience in (please check those that apply):

- Typing Word Processing Data Entry PC/Computer Terminal
 Calculator/Adding Machine Dictation Equipment Shorthand/Speedwriting

Please list any other types of equipment you can operate or skills you possess, which you feel would be an asset in the position for which you are applying: _____

LICENSES AND CERTIFICATES

If a license, certificate, or other authorization to practice a trade or profession is required for the position for which you are applying, complete the following questions:

Name of Trade or Profession	License Number
Granted by	City and/or State
Specialty	Licensed From: To:

APPLICANT'S STATEMENT

These answers are true and complete to the best of my knowledge. I understand that any false, omitted, or misleading information in connection with this application or during the interview process will result in rejection of my application or termination of my employment if I am hired, regardless of when discovered.

I also understand that any offer of employment may be conditioned upon a health evaluation by a doctor selected by the County to determine whether I can perform the job duties. In addition, I understand a drug or alcohol test may be required, depending upon County policy. I authorize the County to make a thorough investigation of my past employment, education, criminal history, job-related activities, and other relevant background information, and I release from all liability all persons, companies, and corporations providing such information, either in writing or orally. I also indemnify this County against any liability that might result from making such investigation.

Additionally, I authorize the County to supply my employment record, in its sole discretion, in whole or in part, to any prospective employer, government agency, or other party with an interest that the County deems appropriate.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between Hall County and myself for either employment or for the providing of any benefit arising from employment. No promises regarding employment have been made to me. I understand that if an employment relationship is established, I have the right to terminate my employment at any time and Hall County retains the same right, regardless of any oral representations to the contrary. Any changes in this "at will" employment relationship must be made in writing and approved by the County Board.

SIGN HERE

Applicant's Signature (Use Ink)

Date

NOTE: UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.

NATURE OF WORK

This is highly responsible and confidential administrative and professional work under the general direction of the Hall County Board. Work involves coordinating the preparation and administration of the county budget, serving as the lead contact regarding the county audit, and responsible for bond payments and disclosures. Work also involves responsibility for the execution of administrative and clerical tasks for all members of the County Board. Work includes preparing correspondence and reports, researching and reviewing such projects as are assigned by the County Board, acting as a liaison between the general public, administration and County Board members, and maintaining all insurance files. Also acts as Keno Administrator.

EXAMPLES OF WORK PERFORMED

Coordinates the preparation and administration of the County Budget in cooperation with the outside accountant. Prepares budget instructions and procedures utilized by County departments; prepares and assembles documentation used by the County Board in reviewing departmental budget requests; prepares the County's proposed and adopted budget; files appropriate documents with State Auditor's office; monitors and evaluates budget status throughout the fiscal year.

Works with auditors regarding the county audit, provides information as needed, compiles schedule of federal grants. Reviews financial statements and audits for accuracy. Prepares the response to any financial statement findings and works with officials to implement corrective action when necessary.

Prepares bond payments and forecasts future revenues to recommend repayment strategy to prepay existing debt. Responsible for submission of continuing disclosure documents, preparation of financial information for disclosure, providing information for rating reviews.

Assists with the financial impact of proposals on present and future county finances, prepares board claims and clarifies other claims prior to payment.

Is the contact person for NIRMA (Nebraska Intergovernmental Risk Management Association). Responsible for all insurance claims (workers compensation, property, auto, liability) and maintenance of insurance files.

Analyzes and implements policies concerning management.

Attends board meetings providing information and assistance to the board, operates the video equipment as required. Prepares pre-meeting packets of information for board members. Attends other meetings when requested, some evening meetings possible.

Maintains records, prepares reports, and research. Helps with compiling comparability studies when requested.

Maintains updated inventories for the board room, the board assistant's office, and county-owned real estate.

Assists with correspondence and communications as directed by the Chair and a majority of the board, maintains the meeting calendar for board members, provides information to the public, channels inquiries, performs other duties when requested.

Acts as Keno Administrator. Prepares monthly reconciliations, prepares quarterly tax returns, prepares keno grant information after budget is approved, coordinates documentation and approval of new outlet locations.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of fiscal and budgetary principles and procedures.

Knowledge of accounting and computer systems.

Ability to operate a personal computer with Microsoft Word and Excel for Windows.

Ability to communicate effectively both orally and in writing, including giving presentations and submitting reports.

Ability to establish and maintain effective working relationships with county officials, other employees and the general public.

Skill in the operation of common office and video recording equipment.

Ability to become a notary public.

MINIMUM QUALIFICATIONS

Graduation from a four year college or university with a degree in business, public administration, or public relations or any equivalent combination of education and experience which provides the desirable knowledge, abilities and skills. Background in accounting is desirable.