



Independence City Hall
331 1st St East
Independence, Iowa 50644

APPLICANT INFORMATION

Name:	Date:
Position Applying For: Full-Time Associate Clerk	

APPLICANT INSTRUCTIONS

The City of Independence is an Equal Opportunity Employer, M/F/Disability/Veteran. City Hall is currently recruiting for the position of full-time Associate Clerk. You are being provided with application materials in consideration of employment with the City of Independence. Please submit a cover letter and resume and complete the application provided ensuring that you sign and date it. All application materials must be completed and submitted in order to be considered for this position.

DOCUMENTATION TO BE COMPLETED AND RETURNED BY THE APPLICATION DEADLINE

<input type="checkbox"/> Cover Letter	<input type="checkbox"/> Resume	<input type="checkbox"/> Application
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ADDITIONAL INSTRUCTIONS

The application deadline is open until filled with preference given to applications received by May 15, 2020. Applicants that are most qualified will be selected to continue in the next phase of the interview process. Please do not contact us, you will be notified either way whether you will continue in the interview process or not. We appreciate your interest in employment with the City and wish you the best in your future endeavors.

Date Received: _____
Time: _____
Taken By: _____



Application for Employment

An Equal Opportunity Employer

Applications are considered for all positions without regard to race, color, religion, sex, national origin, age, or marital status, or the presence of a medical condition or disability.

Date: _____

PERSONAL INFORMATION:

Name: _____
Last First Middle

Present Address: _____

Permanent Address: _____

Telephone: _____ Driver's License Number: _____

Can you, after employment, submit verification of your legal right to work in the U.S.? Yes No

Have you ever been convicted of a felony? Yes No (A conviction record will not necessarily be a bar to employment; the circumstances will be considered.) If yes, please explain: _____

Have you ever been in the Armed Services? Yes No If yes, which Branch? _____

EMPLOYMENT DESIRED:

Position: _____ Possible Start Date: _____

Full time only _____ Part time only _____ Full time or part time _____ Temporary/Seasonal _____

Are you employed now? Yes No If so, may we inquire of your present employer? Yes No

Ever applied to the City of Independence before? Yes No If so, which department? _____ When? _____

Will you work overtime if needed? Yes No

EDUCATION:

School Level	Name & Location	No. of Years	Did you Graduate?	Course of Study
Grammar School				
High School				
College				
Other				

List other special training that may pertain to this position: _____

If the job requires completion of specific course of training, indicate that which you have completed: _____

If the job requires the operation of specific machinery or specific skills, list those at which you are competent: _____

Have you used various types of office equipment? If so, please list: _____

FORMER EMPLOYERS: (please list the most recent first)

Company Name	Telephone Number
Address	Dates of employment
Name of Supervisor	Weekly pay Starting \$ Last \$
Job Title & Description of Work	Reason for leaving

Company Name	Telephone Number
Address	Dates of employment
Name of Supervisor	Weekly pay Starting \$ Last \$
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Company Name	Telephone Number
Address	Dates of employment
Name of Supervisor	Weekly pay Starting \$ Last \$
Job Title & Description of Work	Reason for leaving

May we contact your employer? { } Yes { } No

If no, Please explain: _____

REFERENCES:

Name	Address	Business	Phone Number	Years Acquainted

Statement of Understanding Read Carefully

I understand:

that completing this application does not constitute an offer of employment and that my application may be rejected for any reason.

that the statements made by me in this application and all related information which I have provided are true, accurate, and complete to the best of my knowledge. I also understand that if I provide false, inaccurate, or incomplete information, I will not be eligible for employment, or, if I am hired, I will be subject to disciplinary action or dismissal regardless of the date on which the City discovers the violation of its policy regarding dishonesty.

that I may be required to complete a medical history form and may be required to be examined by a medical professional designated by the City at the post-offer stage.

that the use of illegal drugs is prohibited during employment and that I may be required to undergo and successfully pass a screening for alcohol and/or drugs that is included in a post offer pre-employment physical examination. I also understand that, if extended an offer of employment, I may be required to submit to an alcohol or drug screening according to state law.

that if I sustain any injury or illness while in the employment of this organization, I agree that this organization shall be entitled to receive full and complete reports and records governing any medical or related examinations, and I authorize any and all such doctors, medical examiners, and hospitals to give this organization full and complete reports and records covering such examinations, condition, care, and treatment related to or resulting from the alleged illness or injury.

that this application will be considered only for the position I am applying for; if I wish to be considered for other positions, I must submit a new application for each position.

that this employment application and any other employee-related documents are not contracts of employment; and that this organization follows an "employment at will" policy that an individual who is hired may voluntarily leave employment upon proper notice, and may be terminated by the employer at any time and for any reason.

that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

I agree to be responsible for public property and equipment issued to me by the City until returned by me. I agree to pay for property and equipment not returned and authorize the City to withhold an amount equal to value of property not returned by me from my final pay.

Authorization to Release Information

I authorize the City of Independence to make a complete investigation of me, including but not limited to, my past employment history, medical history, scholastic record, criminal activity, motor vehicle driving records, workers' compensation history and to receive the results of any physical examination, including the results of alcohol or drug screening I may be required to undergo, and to rely on such information sources. I understand that this organization may request an investigative consumer report from a consumer reporting agency that includes information as to my character, general reputation, and personal characteristics. I understand that the investigative consumer report may involve personal interviews with my neighbors, friends, relatives, former employers, schools, and others. I also understand that under the Federal Fair Credit Reporting Act, I have the right to make a written request to this organization, within a reasonable time, for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation. I authorize all persons and organizations to release any information concerning my background and hereby release all persons and organizations from liability for any damage whatsoever for this information. I acknowledge that a telephone facsimile (FAX) or photographic copy shall be as valid as the original.

Applicant Name: _____
(Please print) Last First M.I.

Signature of Applicant _____ Date ____/____/____

CITY OF INDEPENDENCE

Job Description

Position: Associate Clerk

Supervises: None

Department: Administration

Employee Status: Full-time Regular

FLSA Status: Non-Exempt

Gives work direction to: None

Reports to: City Clerk/Treasurer

Revision date: May 2019

POSITION SUMMARY

At will position and reports to the City Clerk. Under administrative direction, assists in the administration of municipal affairs by performing general office duties and accounting and bookkeeping duties relating to municipal governmental financial operations.

ESSENTIAL JOB DUTIES

- Greets visitors to office.
- Responds to questions from the public.
- Attends educational meetings and conferences as assigned by the City Clerk to stay current with applicable laws.
- Answers the telephones, taking messages, responding to inquiries, collecting payments and referring calls to appropriate persons.
- Utilizes computer and related software to prepare reports, forms, letters and related correspondence.
- Receives, processes and distributes incoming and outgoing mail.
- Receives money from varying departments and customers and prepares a pre-printed receipt accordingly.
- Prepares and makes deposits to the bank as needed.
- Manages quarterly and monthly petty cash verification counts.
- Checks, maintains and manages petty cash and all proper documentation for accuracy.
- Prepares financial activity records for annual audit and assists auditors with coordinating the review.
- Assists and fills in for City Clerk as needed.
- Maintain an accurate record of board and commission appointments.
- Maintain an accurate record of committee meetings and other meetings.
- Maintain an accurate record of city council proceedings in the Official Book of Minutes.
- Prepare a list of bills as required by state law for publication with the minutes. Prepare and process invoices/statements, financial reports, and any other related documents.
- Manage the accounts payable for the city including but not limited to receiving invoices from varying departments and providing them to the proper Department Head for coding and approval; check coding for accuracy; data enter in the computer system; print appropriate reports for inclusion in council packets; print checks; process invoices and vouchers and prepare for mail.
- Manage and maintain vendor accounts.
- Manage and maintain coding payables to vendors.
- Prepare and maintain all records pertaining to W-9's and 1099-MISC.
- Manage and maintain Project Accounting Module and Project Folders.
- Manage and maintain Website, Media, Delphi, Benchmarking, Fuel System, and Board Docs.
- Completes fiscal and calendar year-end computer procedures, routine computer back-ups, and loads routine updates.
- Prepares financial activity records for annual audit and assists auditors with coordinating the review.

- Prepares financial reports for the City Manager, City Clerk, and Department Heads.
- Transfers funds between accounts following governmental accounting standard procedures. Prepares necessary journal entries to reflect appropriate transactions.
- Knowledgeable of State Chart of Accounts.
- Checks the balance of cash and investments of each fund and amounts received and disbursed with the Clerk's balance for accuracy.
- Print necessary monthly reports in verification of reconciliation.
- Cross training and assigned duties of the City Clerk and Deputy Clerk.
- Manage and maintain filing.
- Knowledgeable on Records Retention Manual Standards.
- Prepare checks and balances for the Deputy Clerk and City Clerk for accuracy.
- Assist in annual state report filings.

INCIDENTAL JOB DUTIES

- Any other duties as assigned or required by the City Clerk

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Knowledge of and ability to accurately apply generally accepted accounting principles.
- Knowledge of and ability to competently perform basic business mathematics, including addition and subtraction; multiplication and division; and the ability to accurately calculate percentages and apply mathematical and statistical formulas.
- Ability to consult technical sources and documents, including city ordinances, the Code of Iowa, and administrative regulations.
- Ability to maintain accurate and detailed records.
- Knowledge of and ability to understand the State Chart of Accounts.
- Ability to proficiently operate a variety of office machines and equipment, including computer, typewriter, fax machine, copier, calculator and telephone.
- Ability to interact and exchange information with the public and other city officials in a courteous manner.
- Knowledge of the organization and functions of municipal government.
- Knowledge of state laws and regulations relating to municipal government, including but not limited to the following: legislative process, open meetings and open records, finance, budgeting, accounting, taxation, property assessment, revenue financing, contract letting, bonding, and urban renewal.
- Knowledgeable of principles and practices of modern management in municipal government, budget preparation and personnel administration.
- Ability to receive and follow directions either verbally or orally and with proficiency and accuracy.
- Ability to work in either a team environment or individually.
- Knowledge of applicable local, state, and federal laws and regulations governing municipal government.
- Ability to read and interpret operating manuals, procedures and policies.
- Ability to plan, organize and prioritize tasks with numerous interruptions.
- Ability to analyze, assign priorities, organize, and coordinate, work flow.
- Ability to interpret technical information; gather and analyze financial information; and prepare related reports.
- Ability to establish effective working relationships with employees, co-workers, department head, public officials, and the public.

ENTRY REQUIREMENTS

Education/Training: High School Diploma or equivalent; and ability to pursue and obtain Finance Officer Certification; Must possess and maintain throughout employment NIMS certification.

Work Experience: Two (2) years work in related field, or

An equivalent combination of education, training and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position. Emphasis will be given to individuals who possess an associate's degree or higher in any of the related fields of accounting, finance, auditing, payroll, taxation, business management or public relations or administration.

Required licenses, registrations and certifications: Possession of a valid State of Iowa Driver's license.

Required post-offer physical examinations: Must meet all requirements as outlined in the employee handbook.

Required drug testing: Drug testing shall be required as allowed by state law.

Residency requirement: None.

Other testing required: Skills Testing.

WORK ENVIRONMENT

See Essential Functions Job Analysis.

HOURS OF WORK

Generally 40 hours per week, Sunday through Saturday. May be required to work additional hours or to change hours with minimal notice because of operational needs.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
 2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the City.
 3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
 4. The City reserves the right to change or reassign job duties or combine positions at any time.
 5. The City of Independence is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

Employee Signature _____

Date

Supervisors Signature

Date

City Manager's Signature

Date

ESSENTIAL FUNCTIONS JOB ANALYSIS

Date of Analysis 6/1/2016

Position Accounts Payable/Accounts Receivable Clerk

1. Work hours: From 8:00 am To 4:30 pm Number of days per week 5

2. Is Overtime Required? Yes

How much? (avg.) 2-4 How often? (avg.) Quarterly Seasonal? _____

3. What licenses/certifications are required in the job, i.e., CDL, CPR, etc.? _____

4. Position supervises 0 (#) of city employees. List employees:

5. Position gives work direction to 0 (#) of city employees. List employees:

Physical Requirements

In a work day, the job requires (check the appropriate column for each activity):

	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Stooping/crouching				X		
Standing			X			
Walking			X			
Sitting	X					
Jumping					X	
Turning body			X			
Bending/twisting			X			
Squatting				X		
Ascending/descending steps			X			
Ascending/descending ladders				X		
Ascending/descending ramps					X	
Reaching/working at/below shoulder level	X					
Reaching/working above shoulder level			X			
Lifting above shoulder level				X		
Kneeling/crawling					X	
Equilibrium					X	
Pushing/pulling				X		
Throwing						X
Walking on uneven ground						X
Working in trenches						X

	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Working above ground			X			
Balancing					X	
Handling/gross feeling (texture)					X	
Fine fingering manipulation	X					
Tasting/smelling					X	
Accommodation (focal length change)					X	
Field of vision (peripheral vision)	X					
Turning wrenches/valves/handles				X		
Hand operation of knobs, levers or cranks			X			
High speed assembly (left/right/either/both)				X		
Fine assembly (left/right/either/both)				X		
Strong grip (left/right/either/both)					X	
Ability to actuate mechanism with feet (left/right/either both)					X	
Far vision (correctable to 20/40) (replace with job's required acuity if necessary)			X			
Near vision (correctable to 20/20) (replace with job's required acuity if necessary)	X					
Highly accurate depth perception				X		
Ability to perceive spoken voice clearly (with or without hearing aid)	X					
Ability to hear warning horns or sirens over 70 decibels			X			
Comprehensible speech	X					
Finely developed balance and coordination	X					
Ability to differentiate colors precisely				X		
Ability to wear a self-contained breathing apparatus during mild/moderate/strenuous exertion					X	

*Sporadic: This function is essential but done intermittently.

*Incidental: This function not essential to position – may be performed by other employee, organization, or machine.

6. The heaviest weight lifted while either sitting or standing in one place is 25-50 lbs.

Examples of lifting requirements of this weight are (list object and weight):

Storage boxes.

7. The heaviest weight carried while walking from place to place weighs: 25-50 lbs.

Examples of lifting requirements of this weight are (list object and weight):

Storage boxes.

8. The heaviest pushed/pulled weight by the employee is: 15-20 lbs. and it is pushed/pulled a distance of 10 feet at a frequency of Twice annually

9. In a work day, the job requires lifting:

Pounds	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Lifting up to 10 pounds			X			
11 to 25 lbs.				X		
26 to 50 lbs.				X		
51 to 100 lbs.				X		
Over 100 lbs.					X	

10. In a work day, does the job require carrying an object distances greater than 10 feet?

Pounds	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Carrying under 10 pounds			X			
11 to 25 lbs.				X		
26 to 50 lbs.				X		
51 to 100 lbs.					X	
Over 100 lbs.					X	

11. Does the job require use of hands for repetitive actions?

		Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Lifting grasping	R			X			
	L			X			
Firm grasping	R				X		
	L				X		
Fine manipulation (keyboarding/ typing)	R	X					
	L	X					

12. Does the job require a specific grip strength? Yes _____ No X

Grip strength measured _____

13. Does the job require use of feet as in operation of foot controls?

	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Both						X
Right						X
Left						X

14. Does the job require sensory acuity? (Please comment on yes replies and give examples.)

	Yes	No	Comment
a. Vision			
1. color vision	X		Computer & Files
2. depth perception	X		Computer screen
3. peripheral vision	X		Front counter, entrance from council chambers
b. Hearing	X		Telephones, communications w/public
c. Touch	X		Typing, handling documents

15. Would occasional interruption of consciousness jeopardize self or others? Yes X No _____

Work Environment

16. The work environment is: Inside X Outside

17. Is this position considered a "safety sensitive position"? Yes No X

18. Does the job require:

	Yes	No	Comments (what kind)
Working at unprotected heights		X	
Being around moving machinery	X		Office equipment
Driving automotive equipment/heavy equipment	X		Automobiles
Exposure to marked changes in temperature/humidity	X		Weather elements
Exposure to dust, fumes, gases	X		Office dust
Working on uneven ground		X	
Confined space entry		X	
Limited mobility		X	
Wearing a respirator		X	
Protective equipment: safety glasses, safety shoes, etc.		X	
Travel from inside to outside	X		Bank, post office
Outdoor exposures	X		Bank, post office
Extreme cold	X		Winter
Extreme heat	X		Summer
Wet and/or humid	X		Weather elements
High noise levels		X	
Vibration	X		Office equipment
Moving mechanical parts hazard	X		Office equipment
Electrical shock hazard		X	
Heights hazard		X	
Exposure to radiation		X	
Explosive hazard		X	
Toxic/caustic chemical hazard		X	
Other conditions: dust/mist/gas/fumes		X	

19. What machines/equipment are operated by this position? Office equipment

Cognitive or Situational Functions

20. In a work day, the job requires (check appropriate column for each activity):

	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Decision-making abilities: what work needs done, where the work will be done, when, how, and by whom	X					
Developing budgets						X
Purchasing supplies, equipment, and materials		X				
Assigning work to people, giving instructions					X	
Receiving instructions and directives from superiors	X					
Giving advice and recommendations			X			

	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Listening to issues and problems from subordinates				X		
Solving production/equipment, tool/facility problems			X			
Solving personnel problems involving counseling, grievances, or other personal issues				X		
Developing department procedures and policies, i.e., safety programs			X			
Interviewing job applicants			X			
Selection of applicants for job positions			X			
Orientation of new employees			X			
Recognizing and rewarding subordinates						X
Inspection or testing for quality		X				
Taking corrective actions to resolve performance problems						X
Disciplining or terminating employees						X
Issuing regular reports or other written communications		X				
Scheduling work schedules/shifts				X		
Monitor progress, quality and cost of work and make adjustments as needed		X				
Attend and participate in regular department, commission, or other City meetings as needed		X				
Speed, consistency and accuracy in tasks, meeting precise tolerances and standards	X					
Interpersonal skills sufficient to work closely with others on a team	X					
Ability to demonstrate flexibility in work environment, performing variety of frequently changing tasks	X					
Sustained concentration and prolonged commitment to job tasks		X				
High level cognitive, interpretive or judgment skills			X			
Ability to influence other (selling-type skills)				X		
Ability to plan, negotiate, direct, control and monitor others' activities					X	
Ability to express creativity through writing, painting, decorating, composing, or inventing				X		
Ability to work alone effectively under stress in situations dangerous to self or others						X

Please list any other skills or abilities not covered in this analysis that would describe what this employee does in this position.

Completed by City Clerk/Treasurer Date June 2016
Reviewed and amended by City Council Members

City of Independence

Position Title: Full-Time Associate Clerk

Position Department: City Clerk/Treasurer's Office

Closing Date: Open until filled-preference given to applications received by May 15, 2020

Job Description

The City of Independence, Iowa, population of approximately 6,000 is accepting applications for a full time Associate Clerk. Hours of Work: Generally 40 hours per week, Sunday through Saturday. May be required to work additional hours or to change hours with minimal notice because of operational needs.

Additional Information

At will position and reports to the City Clerk. Under administrative direction, assists in the administration of municipal affairs by performing general office duties and accounting and bookkeeping duties relating to municipal governmental financial operations.

Salary Information

Starting Salary ranges from \$14.75-\$16.50/hour

Job Requirements

- Education: High School Diploma or equivalent; and ability to pursue and obtain Finance Officer Certification; Must possess and maintain throughout employment NIMS certification
- Experience: Two (2) years work in related field, or
An equivalent combination of education, training and experience that provides the knowledge, skills, and abilities necessary to perform the essential functions of the position. Emphasis will be given to individuals who possess an associate's degree or higher in any of the related fields of accounting, finance, payroll, taxation, business management or public relations or administration.
- Additional Requirements: Applicants must possess a valid Iowa Driver's License.

Submit Application: Complete City application, resume, and cover letter should be mailed to the Independence City Hall, attention Jeena Lynch. Incomplete or late submittals will NOT be considered. Applications submitted by fax will not be accepted.

Application packets will be available on the City of Independence web-site, www.independenceia.org, due to COVID-19 restrictions and precautions. Candidates will need to scroll down to News & Announcements, and click on City Hall Job Opening notice. Candidates can pick up an application at the Independence City Hall, 331 1st Street E., Independence, IA 50644.

Contact Information

City of Independence
Jeena Lynch, City Clerk
331 1st Street East
Independence, Iowa 50644
E-mail: cityclerk@indytel.com
Ph: (319) 334-2780