

Address:	Describe Your Duties:
Dates Employed: From: Month Year To: Month Year	
Name of Your Supervisor:	
Final Pay Rate:	
Employer:	Your Job Title:
Address:	Describe Your Duties:
Dates Employed: From: Month Year To: Month Year	
Name of Your Supervisor:	
Final Pay Rate:	
Employer:	Your Job Title:
Address:	Describe Your Duties:
Dates Employed: From: Month Year To: Month Year	
Name of Your Supervisor:	
Final Pay Rate:	
Employer:	Your Job Title:
Address:	Describe Your Duties:
Dates Employed: From: Month Year To: Month Year	
Name of Your Supervisor:	
Final Pay Rate:	
Employer:	Your Job Title:
Address:	Describe Your Duties:
Dates Employed: From: Month Year To: Month Year	
Name of Your Supervisor:	
Final Pay Rate:	

Check here if more information is attached.

If at any of the previously listed schools or employers, you were known by another name, list it here.

Do not write in this space

 Last First Middle

Are you able to perform the work of the job for which you are applying? yes no (If no, see supplemental form or attach an explanation of any accommodations needed) The employer will make reasonable accommodations if necessary to enable you to perform a job. The need for a reasonable accommodation will not be a factor in consideration for employment.

1. List any licenses or certifications you hold that have a bearing on your qualifications:

2. Have you ever had a license or certification revoked or suspended? yes no If yes, please explain below.

3. Have you ever been fired or asked to resign from a job? yes no

4. Are you 18 years of age or older? yes no (if you are under 18, you must present a certificate from your school district stating your eligibility to work.)

5. Are you legally eligible to be employed in the United States of America? yes no (If hired, you will be required to show documentation verifying your eligibility.)

6. Have you ever been convicted of or pled guilty to a crime other than summary offenses or traffic violations? yes no If yes, please explain below. (A conviction will not be a disqualification from employment unless it has a bearing on your qualifications.)

Is there any other information we should be aware of which has a bearing on your qualifications for the work for which you are applying? yes no (If yes, list below or on a separate sheet. Do not volunteer any information about your age, sex, religion, race, national origin, or disability.)

List at least three references who know you personally and who are familiar with your work qualifications, and who are not related to you.

Name	How Known	Address	Phone #
1.			
2.			
3.			
4.			

I certify that to the best of my knowledge, the information of this form is correct and complete. I understand that any misrepresentation on this application will be cause for me to be dropped from further consideration, or, if I have been hired, may be grounds for my dismissal.

Signature

Date

Please answer the questions on page 4 only if they are applicable to the type of work you are applying for.

mark before the number. If you are filling out a general application for our files, answer those questions which in your judgement are related to the type of work you are seeking.

Answer if checked

- 1. Can you type? ___ yes ___ no Speed (correct words per minute) _____
- 2. Can you take dictation without mechanical assistance? ___ yes ___ no Speed (spoken words per minute) _____
- 3. Can you operate any type of electronic word processing equipment? ___ yes ___ no Type of equipment _____
- 4. List any other office machines that you can operate. _____

- 5. Do you possess a valid Pennsylvania motor vehicle operator's license? ___ yes ___ no For what class or vehicle? _____
License expiration date _____
- 6. What types of motor vehicles and construction equipment can you operate? _____

- 7. Are you available for overnight travel? ___ yes ___ no
- 8. Are you available for occasional overtime work? ___ yes ___ no
- 9. Can you begin work within 4 weeks of a job offer? ___ yes ___ no If no, when? _____
- 10. Have you ever been refused bond? ___ yes ___ no
- 11. Can you understand (U), read (R), speak (S), or write (W) any language other than English ___ yes ___ no

If yes, list:	Language	U	R	S	W
1.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- 12. Are you now serving or have you ever served in any branch of the U.S. Military Services including National Guard or Reserves?
___ yes ___ no

Application Supplement

Essential Function Information

The position of _____ requires that you be able to perform the following functions:

TO THE EMPLOYER:

(Describe duties that require walking; climbing; use of physical strength, force, or endurance; communication with others including talking, reading, writing, listening, seeing; exposure to inclement weather; exposure to stressful situations; operating a vehicle; manipulating tools or machinery; producing products or services at a specified rate of speed; working prolonged hours or unusual schedules; entering confined spaces.)

SEE ATTACHED LIST

TO THE APPLICANT:

I have reviewed the above list of job functions and believe that:

- I can fully perform all the functions.
- I can fully perform all the functions with the following accommodations: _____

- I cannot perform all the functions. (Checking this box may result in your being disqualified for this job. Please explain below if there are additional considerations of which we should be aware.)

Signature _____

Date _____

POSITION DESCRIPTION

SECRETARY/TREASURER

Department: Office
Class Title: Secretary/Treasurer
Type of Pay: Salaried
Union: None
Location: Rush Township Municipal
Date: January 4, 2010

GENERAL PURPOSE:

Performs a variety of routine and complex clerical, accounting, finance and administrative work in administering the treasury function of the Township.
Performs the keeping of official records, providing administrative support to the staff, and assisting in the administration of the standard operating policies and procedures of the department

SUPERVISION RECEIVED:

Works under the general supervision of the Rush Township Board of Supervisors

SUPERVISION EXERCISED:

Clerks and Secretaries in Administration Department, oversee Police, Road Departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manages investment of Township funds in accordance with investment policies and goals, and local, state and Federal regulations.

Prepares and presents the fiscal budget.

Codes receipts, reconciles daily cash, and keeps such records as needed to verify cash balances.

Prepares daily bank deposits.

Administers the investment program by maintaining required investment records and preparing related reports as required.

Establishes and maintains records needed for bond payments, fiscal agent, and related redemption ledgers.

Maintains accounts receivable records, and performs necessary follow-up on collections.

POSITION DESCRIPTION

Maintains auxiliary cash controls for investing, balancing, and other related accounting activities.

Reconciles general ledger to various cash reports.

Prepares periodic financial, statistical or operational reports as assigned.

Answers cash management and investment related questions.

Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, data processing, and bookkeeping.

Answers in-coming calls and routes callers or provides information as required.

Operates radios as needed and assists in radio communications; operates base radio as required.

Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.

Assists in the procurement of department materials and supplies.

Operates listed office machines as required.

Prepares and monitors work orders;

Receives, stamps and distributes incoming mail, processes outgoing mail, and opens all necessary mail.

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Inputs data to standard office and department forms; makes simple postings to accounts; compiles data for various reports.

Plans conferences and training sessions. Coordinates travel plans for staff.

Prepares records such as notices, minutes, and resolutions.

Acts as custodian of departmental documents and records. Establishes and maintains filing systems, control records and indexes using moderate independent judgment.

Maintains inventories and orders office supplies and materials, maintains departmental personnel records.

Schedules appointments, and performs other administrative and clerical duties.

POSITION DESCRIPTION

Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public

PERIPHERAL DUTIES:

Provides clerical or technical support to other finance staff, Police Department, Road Department as required.

Composes, inputs, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Issues routine non-technical permits.

Operates a vehicle to run errands

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- A. Graduation from a high school or GED equivalent with specialized course work in accounting, general office practices, or data processing.
- B. Two (2) years of increasingly responsible related experience, or
- C. Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- A. Working knowledge of computers and electronic data processing; Considerable knowledge of investment of public funds; working knowledge of governmental accounting principles and practices.
- B. Skill in to operating listed tools and equipment.
- C. Ability to perform arithmetic computations accurately and quickly;
- D. Ability to communicate effectively verbally and in writing;
- E. Ability to establish successful working relationships.
- F. Ability to perform cashier duties accurately;
- G. Ability to effectively meet and deal with the public;
- H. Ability to communicate effectively verbally and in writing;
- I. Ability to handle stressful situations

SPECIAL REQUIREMENTS:

- A. Must pass drug and alcohol test, and background check.
- B. Must be bondable.

POSITION DESCRIPTION

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing and spreadsheet software; central financial computer; 10-key calculator, phone, fax and copy machine.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: 
Chairman of the Board

Approval: _____
Vice-Chairman

Approval: 
Supervisor

Effective Date: January 2010

Revision History: _____