



Buena Vista County
BEAUTIFUL VIEW

Buena Vista County Assessor's Office

The Buena Vista County Assessor is currently seeking a part-time Office Assistant to be available to work 16-24 hours per week. The hours of work are to be determined and are flexible, but will be scheduled during regular office hours which are Monday – Friday, 8:00 am to 4:30 pm. This opening has the potential of becoming full-time.

The position will consist of a broad variety of secretarial and administrative support tasks for the Assessor's office staff, and requires knowledge of common office practices and procedures. Strong computer and communication skills are required. The ability to read and comprehend legal descriptions is preferred. Real estate and/or appraisal knowledge is a plus. The person chosen for this position must be detailed oriented, have excellent interpersonal skills, the ability to manage time/projects independently, and be willing to learn.

Applicants must pass a criminal background check and a pre-employment drug screen prior to hire.

Salary is negotiable, and will be based on skill and experience.

This is a non-benefitted position.

To apply, submit a cover letter, resume, and completed job application to the Buena Vista County Assessor's office in person or postmarked no later than May 20, 2021. Applications submitted without a cover letter, resume, and completed Buena Vista County job application will not be considered.

Applications are available at the Assessor's Office or online at:

<https://buenvistacounty.iowa.gov>

Please direct any questions to Kathy A. Croker, Buena Vista County Assessor at (712) 749-2543 or kcroker@bvcountyiowa.com

**Buena Vista County is an Equal Opportunity Employer
and a Drug Free Workplace.**

APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, sex, national origin, disability, sexual orientation, citizenship status or any other legally protected status.

(PLEASE PRINT)

| | |
|--|--------------------------------------|
| Position(s) Applied For | Date of Application |
| How Did You Learn About Us? | |
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Relative |
| <input type="checkbox"/> Employment Agency | <input type="checkbox"/> Friend |
| | <input type="checkbox"/> Inquiry |
| | <input type="checkbox"/> Other _____ |

| | | |
|---------------------|------------------------------------|-------------|
| Last Name | First Name | Middle Name |
| Address | Number | Street |
| | | City |
| | | State |
| | | Zip Code |
| Telephone Number(s) | Social Security Number (Voluntary) | |

Best time to contact you at home is: : ^{AM}/_{PM}

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No

.....If Yes, give date _____

Have you ever been employed with us before? Yes No

If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here? Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status
Proof of citizenship or immigration status will be required upon employment. Yes No

Date available for work ___/___/___ What is your desired salary range? _____

Are you available to work: Full-Time (please indicate 1 2 3 shift)

Part-Time (please indicate Mornings Afternoon Evenings)

Temporary (please indicate dates available ___/___/___ - ___/___/___)

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

| | Name and Address of School | Course of Study | Number of Years Completed | Diploma Degree |
|-----------------------|----------------------------|-----------------|---------------------------|----------------|
| Elementary School | | | | |
| High School | | | | |
| Undergraduate College | | | | |
| Graduate Professional | | | | |
| Other (Specify) | | | | |

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

Are you a military veteran? If so, please send a copy of your DD214.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

| | | | | |
|----|---------------------|--------------------|-------|----------------|
| 1. | Employer | Dates Employed | | Work Performed |
| | | From | To | |
| | Address | | | |
| | Telephone Number(s) | Hourly Rate/Salary | | |
| | | Starting | Final | |
| | Job Title | Supervisor | | |
| | Reason for Leaving | | | |
| 2. | Employer | Dates Employed | | Work Performed |
| | | From | To | |
| | Address | | | |
| | Telephone Number(s) | Hourly Rate/Salary | | |
| | | Starting | Final | |
| | Job Title | Supervisor | | |
| | Reason for Leaving | | | |
| 3. | Employer | Dates Employed | | Work Performed |
| | | From | To | |
| | Address | | | |
| | Telephone Number(s) | Hourly Rate/Salary | | |
| | | Starting | Final | |
| | Job Title | Supervisor | | |
| | Reason for Leaving | | | |
| 4. | Employer | Dates Employed | | Work Performed |
| | | From | To | |
| | Address | | | |
| | Telephone Number(s) | Hourly Rate/Salary | | |
| | | Starting | Final | |
| | Job Title | Supervisor | | |
| | Reason for Leaving | | | |

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

INTERVIEWER DATE

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____
NAME AND TITLE DATE

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing and Litho assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.

ADDITIONAL INFORMATION

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)

| <input type="checkbox"/> Terminal | <input type="checkbox"/> Spreadsheet | Production/Mobile Machinery (list) | Other (list) |
|-------------------------------------|--|------------------------------------|--------------|
| <input type="checkbox"/> PC/MAC | <input type="checkbox"/> Word Processing | _____ | _____ |
| <input type="checkbox"/> Typewriter | <input type="checkbox"/> Shorthand | _____ | _____ |
| WPM _____ | WPM _____ | _____ | _____ |
| | | _____ | _____ |

State any additional information you feel may be helpful to us in considering your application.

Are you a military veteran? If so, please send a copy of your DD214.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? YES NO

REFERENCES

1. _____ (_____) _____ Phone #

(Name) (Address)
2. _____ (_____) _____ Phone #

(Name) (Address)
3. _____ (_____) _____ Phone #

(Name) (Address)

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open: Yes No

Position(s) Considered For: _____

Date _____

NAME: _____ POSITION: _____ DATE: ____ / ____ / ____