



Borough of Wilkinsburg

APPLICATION FOR EMPLOYMENT

THE BOROUGH OF WILKINSBURG IS AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, ANCESTRY, SEX, NON-JOB RELATED DISABILITIES OR AGE. ALL INFORMATION REQUESTED ON THIS APPLICATION FORM IS SOLICITED FOR THE PURPOSE OF DETERMINING ABILITIES AND SKILLS REQUIRED FOR PROPER JOB PLACEMENT AND TO FACILITATE VERIFICATION OF THE INFORMATION REQUESTED.

INSTRUCTIONS: THIS APPLICATION MUST BE COMPLETED IN ITS ENTIRETY.
 PLEASE PRINT IN INK OR TYPE.
 IF, BECAUSE OF A DISABILITY, YOU NEED ASSISTANCE IN COMPLETING THIS APPLICATION FORM, PLEASE NOTIFY THE PERSONNEL OFFICE, (412) 244-2906.

POSITION APPLIED FOR:				<input type="checkbox"/> FULL TIME	<input type="checkbox"/> PART TIME
NAME	LAST	FIRST	MIDDLE		
ADDRESS	CITY	STATE	ZIP		
PHONE		FOR FULL TIME PUBLIC WORKS, POLICE / FIRE CIVIL SERVICE ONLY:			
DAY: ()		NIGHT: ()		DRIVERS LICENSE:	
SOCIAL SECURITY NUMBER		LENGTH OF RESIDENCE		NUMBER	STATE
PLACE OF BIRTH					
Are you at least 18 years old?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
If no, do you have a work permit?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you a United States citizen or authorized to work in the United States?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
(Proof of citizenship or immigration status will be required upon employment.)					
Have you ever filed an application with Wilkinsburg?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, give date _____					
Have you ever been employed by Wilkinsburg?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, give date _____					
May we contact your current employer?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
If no, please identify someone familiar with your performance for your current employer that we may contact.					
NAME _____			PHONE NUMBER _____		
Can you work:		Evenings?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
		Nights?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
		Weekends?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

EDUCATION

LAST HIGH SCHOOL ATTENDED:	HIGHEST GRADE COMPLETED: (circle one)	DO YOU HAVE A HIGH SCHOOL DIPLOMA OR G.E.D. CERTIFICATE?
NAME	9 10 11 12	<input type="checkbox"/> YES <input type="checkbox"/> NO
LOCATION		

COLLEGES, UNIVERSITIES, TRADE OR TECHNICAL SCHOOLS OR APPRENTICESHIP PROGRAMS:

NAME	LOCATION	NUMBER OF YEARS/ MONTHS ATTENDED	DEGREE, CREDITS, CERTIFICATES OR LICENSES

MILITARY

BRANCH OF SERVICE	LENGTH OF SERVICE	RANK AT SEPARATION
RESERVE REQUIREMENTS	SPECIALIZED TRAINING	

ATTACH PHOTOSTATIC COPY OF DISCHARGE OR SEPARATION PAPERS.

OTHER QUALIFICATIONS

DESCRIBE THE TYPE OF EQUIPMENT YOU ARE CAPABLE OF OPERATING (MACHINES, VEHICLES, COMPUTERS, ETC.).	LIST ANY RELEVANT CERTIFICATES OR LICENSES YOU HOLD.

SUMMARIZE SPECIAL SKILLS, ABILITIES OR EXPERIENCES WHICH QUALIFY YOU FOR THIS POSITION.

BACKGROUND

POLICE OFFICER APPLICANTS ONLY:
Have you ever been convicted of a crime other than a traffic violation?
If yes, explain

YES NO

ALL OTHER APPLICANTS:
Have you ever been convicted of a criminal offense involving dishonesty; breach of trust; offenses against children; use, possession, distribution, sale, or manufacture of drugs; driving under the influence; violence or threats of violence or use of weapons for which you have not been pardoned or which has not been expunged?
If yes, explain

YES NO

NOTE: Criminal convictions are not necessarily a bar to employment; all relevant circumstances will be considered.

REFERENCES

PLEASE LIST THREE REFERNECES OTHER THAN RELATIVES OR FORMER EMPLOYERS:

NAME / ADDRESS	PHONE NUMBER	RELATIONSHIP
1. _____ _____		
2. _____ _____		
3. _____ _____		

PLEASE ATTACH A RESUME, IF APPLICABLE

CERTIFICATION, AUTHORIZATION AND AGREEMENT

"I certify that the information supplied by me on this application form and in my resume, if any, is true and complete and does not contain any falsifications, omissions, or concealments of material fact. I authorize the Borough of Wilkinsburg to investigate the truth of this information and of any other information I may supply during a pre-employment interview. I further authorize every school, employer, person and agency identified by me on this form or in my resume to release any and all verifying information the Borough of Wilkinsburg may solicit from it or them. I further authorize the Borough of Wilkinsburg to investigate my criminal history and other aspects of my personal history, including my character and general reputation. If my application is denied in whole or in part because of information contained in a criminal history records report, the Borough of Wilkinsburg will so advise me.

"I hereby release all law enforcement agencies, my former employers, all educational institutions and programs and every other person identified by me on this form or in my resume from liability for any damage or injury to me arising out of the release of information requested by the Borough of Wilkinsburg.

"I understand and agree that the Borough of Wilkinsburg's acceptance of this application does not constitute any promise, expressed or implied, that I will be hired. I further understand that the Borough of Wilkinsburg does not guarantee anyone employment for any specific length of time. I therefore agree that, if I am hired, my employment may be terminated by either me or by the Borough of Wilkinsburg at any time with or without cause and without prior notice, except as may be required by law.

"I further understand and agree that any offer of employment the Borough of Wilkinsburg may make me (and, if I am hired, my continued employment) will be contingent upon my submission of evidence verifying that I am authorized to work in the United States and may be contingent upon my taking and passing physical examinations and drug tests.

"I certify that I am not a party to any contract or other obligation which would limit, interfere with or restrict my ability to work for the Borough of Wilkinsburg in any way.

"I hereby acknowledge that I have read this section of the employment application and fully understand the meaning and effect of signing this form."

SIGNED _____

DATE _____

JOB TITLE: CLERK/SECRETARY
DEPARTMENT: CODE ENFORCEMENT DEPT.
REPORTS TO: DIRECTOR OF CODE ENFORCEMENT
LAST REVISED: OCTOBER 2012

POSITION PURPOSE AND OBJECTIVES: This position is responsible for varied and difficult clerical work requiring an ability to type, take and transcribe oral dictation, and handle public requests and complaints with tact and courtesy; performs related work as required. Must become completely familiar with the daily operation of the department, and be able to plan, organize and carry out all assignments quickly and accurately. Considerable judgment is required in establishing work procedures and performing duties. The work of this class may involve matters of a confidential nature and heavy contact with the public. Although the work is supervised, this position requires the exercise of sound judgment, personal initiative and minimal supervision.

ESSENTIAL JOB FUNCTIONS: (Illustrative only)

Maintains all official records of the Code Enforcement Department in accordance with prescribed filing methods which include, but are not limited to, all applications and documents relating to land development, land development plans, tenant registration forms, citations, notices of violation, property ownership information, permit applications and fees, and agendas and minutes of the Planning Commission and Zoning Hearing Board.

Prepares and issues all certifications for property transfers and refinancing including Inspections for Sale, Lien Letters, and Certificates of Occupancy and Sewer Compliance letters and enters new owner information in the Land Management database system.

Manages property information in the Land Management database system and ensures that all data is current and accurate.

Assists in the preparation of agendas and meeting minutes of the Planning Commission.

Types letters, forms, memos, reports, and similar materials from rough draft or dictation.

Provides information to the general public, contractors, developers, and real estate agents in a courteous and professional manner.

Acts as a receptionist; answers phones, takes messages, screens calls, receives visitors, makes appointments, provides public information.

Promptly records all requests for service and complaints from the public, directs same to the appropriate personnel and enters all information in the Service Requests module of the Land Management Database System, which shall include disposition.

Processes purchase requisitions upon the approval of the department director.

Operates computer terminal (word processing, database and Land Management Database system).

Operates calculator, typewriter, FAX machine copier or other office equipment.

Orders office supplies.

Receives, opens and distributes mail.

Performs related duties as assigned by the department director.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: Considerable knowledge of modern office practices, procedures and equipment; ability to type 50 words per minute; thorough

JOB TITLE: **CLERK/SECRETARY**

DEPARTMENT: CODE ENFORCEMENT

Page 2

knowledge of business English, spelling, arithmetic, knowledge of elementary bookkeeping; ability to take and transcribe dictation at a high rate of speed; knowledge of computer operations; ability to understand and follow complex oral and written instructions; ability to assume the responsibilities of the office in the absence of a supervisor; ability to compose or prepare replies to correspondence without dictation; ability to exercise good judgment in handling citizen requests and complaints; ability to maintain complex clerical records and to prepare reports from such records; ability to act with tact and courtesy; ability to establish and maintain a good working relationship with supervisors, co-workers and the general public.

SUPERVISORY RESPONSIBILITY: NONE

WORKING CONDITIONS: Work is performed in a generally comfortable indoor office environment.

PHYSICAL DEMANDS: (SEDDENTARY) Requires prolonged sitting, minimal bending or stooping to file, light lifting of office materials, normal corrected vision and hearing, operation of office equipment.

MINIMUM QUALIFICATIONS:

Education: Completion of high school with emphasis on clerical and/or secretarial skills, preferably supplemented by business school or college training.

Experience: Considerable experience of a progressively responsible nature involving secretarial duties, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

(Subject to Revision)