

KING AND QUEEN COUNTY

TREASURER'S OFFICE – DEPUTY 1

Applications are being accepted for the position of full-time Deputy 1 to work in the King and Queen County Treasurer's Office located in the King and Queen County Administration Building, 242 Allen's Circle, King and Queen Courthouse, Virginia. Candidate will perform responsible, skilled, clerical work assisting with the operation of the Treasurer's Office. Primary tasks include: receiving and processing tax payments, (real estate, personal property, business licenses and estimated state income tax), reconciling accounts, balancing a cash drawer, use of a computer and other office machines.

A strong desire to work with and serve the public is essential. Candidate must have education, or prior experience in accounting, or a related field, general knowledge of the principles, methods and practices of accounting; ability to analyze and interpret fiscal and accounting data; must also possess excellent public relation and communication skills; good organizational ability and multi-tasking skills; willingness to be cross-trained within the office; be available to participate in on-going educational classes regarding state code as well as customer service experience. Computer experience is required. Knowledge of the Bright Software System is preferred. Excel experience is necessary.

Starting salary is commensurate with experience plus benefits.

Applications and job descriptions are available on our website: www.kingandqueenco.net and are also available from the King and Queen County Treasurer's Office, King and Queen County Administration Building, 242 Allens Circle, Suite H, King and Queen Courthouse, VA 23085.

Applications may be submitted in person to King and Queen County Treasurer's Office, 242 Allens Circle, King and Queen Courthouse, VA 23085 or by mail to P. O. Box 98, King and Queen Courthouse, VA 23085. The application deadline is May 30, 2018.

King and Queen County is an equal opportunity employer.

**King and Queen County
Treasurer's Office
242 Allen's Circle, Suite H
P O Box 98
King and Queen CH., VA 23085
(804) 785-5978 or (804) 769-5004**

APPLICATION FOR EMPLOYMENT

Directions: Fill out this application in its entirety using blue or black ink.

Please read and examine this document carefully. All questions must be answered accurately and completely. Do not leave any sections blank.

Because of the nature of the position, a background investigation is required. The questions in this form are necessary in order for the Sheriff's office to initiate a thorough investigation. All information obtained will be used solely for determining your suitability for the position.

If space provided is not sufficient for completing answers or you wish to furnish additional information, attach sheets the same size as this worksheet.

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, martial or veteran status, sexual orientation, or any other legally protected strain.

DEPARTMENT USE ONLY:

Received: Date: _____ Method: _____ By: _____

Remarks: _____

Interview granted: Yes No Date _____ Notified _____

Employment offer: Position _____ Offer date: _____

Accepted Date: _____ State Date: _____ Salary _____

PERSONAL INFORMATION

Please provide your personal and contact information.

Name (Last, First, MI)

Nickname

Street Address

City

State

Zip Code

Mailing Address (if different from above)

City

State

Zip Code

(____) - ____ - ____
Home Phone

(____) - ____ - ____
Cell Phone

(____) - ____ - ____
Other Phone

E-mail Address

____ - ____ - ____
Social Security number

Date and place of birth

Are you a US citizen?

Marital Status

Maiden name if any

FAMILY INFORMATION

Is anyone related to you either as official of or now employed by King and Queen County?
If yes, please provide name and where located.

REFERENCES

Please provide three personal references.

1) _____ (____) - _____ - _____
Reference's Name Phone Number

Mailing Address

Email

2) _____ (____) - _____ - _____
Reference's Name Phone Number

Mailing Address

Email

3) _____ (____) - _____ - _____
Reference's Name Phone Number

Mailing Address

Email

EDUCATION

Please provide the following educational information.

Name of High School Attended City, State Dates Attended

Circle the highest grade you have completed: 1 2 3 4 5 6 7 8 9 10 11 12

Circle all that currently apply to you:

GED High School Diploma Associate's Bachelor's Master's Doctoral

List all colleges, universities, trade, vocational and military schools you have attended:

Name of Institution City, State Dates Attended

Name of Institution City, State Dates Attended

Name of Institution

City, State

Dates Attended

Name of Institution

City, State

Dates Attended

Are you fluent in any foreign languages? (Circle one)

Yes

No

If so, list the language(s). _____

Typing Skills _____

Give information regarding your computer experience including Software knowledge and skills?

List any awards, memberships, Certifications, Licenses, Honors, clubs, fellowships etc. that you have received: _____

Employment History

Please provide the following experience information beginning with the current or most recent and working back from the last ten years. (If more space is needed please use additional sheet.)

(Current or most recent)

Employer (_____) - _____ - _____
Phone Number

Address

Your Job Title Immediate Supervisor

_____/_____
Begin Date End Date Starting Salary Ending Salary

Reason for leaving: _____

Duties: _____

(2)

Employer (_____) - _____ - _____
Phone Number

Address

Your Job Title Immediate Supervisor

_____/_____
Begin Date End Date Starting Salary Ending Salary

Reason for leaving: _____

Duties: _____

(3)

Employer _____ (_____) - _____ - _____
Phone Number

Address _____

Your Job Title _____ Immediate Supervisor _____

_____/_____/_____/_____
Begin Date End Date Starting Salary Ending Salary

Reason for leaving: _____

Duties: _____

MILITARY STATUS

Are you an active member of the armed services: _____

If no, have you ever been a member of the armed services? _____

If yes, please state branch, duties, and discharge information if application? _____

OTHER

Give name of person to be notified in case of emergency.

Name: _____

Address: _____

Relationship: _____ Telephone No.: _____

This application when properly completed and accepted by appropriate company personnel will remain active for 30 days from the date accepted and will be considered for any vacancy during this period for which the applicant has applied. This application will not be considered for employment vacancies beyond the 30 day period, unless renewed in person by the applicant.

I hereby authorize, without liability, any person or organization whose name I have given as a reference, or by whom I have previously been employed, to furnish the King and Queen County Treasurer any information they may have concerning my character, habits, ability, financial responsibility, job performance and reasons for leaving employment. I hereby release all such persons and organizations from any claims for damages of any kind which may result by reason of furnishing such information.

I hereby authorize the King and Queen County Sheriff's Department or any other law enforcement agency or court of record to furnish the King and Queen County Treasurer information concerning any felony or misdemeanor of which I have been convicted.

If I am offered employment, I thereafter authorize any physician, person, hospital, former employer, or other institution that has, or may hereafter, attend or provide me with treatment to furnish the King and Queen County Treasurer information concerning my health or physical condition and any treatment rendered. I expressly waive all provisions of law prohibiting the release of this information.

I understand that if hired by the King and Queen County Treasurer, my position is at the pleasure of the Treasurer and that I may be released from my duties by the Treasurer at will.

I have read and understand each of the paragraphs appearing in this application and further certify that this application was completed by me and that all entries and information placed on it are true and complete. I understand that any false, incomplete or deceptive response made by me on this application or other required documents shall be grounds for denial of employment or discharge.

Signature of Applicant

Date

State of Virginia, County of _____.

On this _____ day of _____, 20____

Name

Whose name is signed to the foregoing instrument, personally appeared before me, acknowledge the foregoing signature to be his, and having been duly sworn by me, made oath that the statements made in the said instrument are true.

My Commission Expires: _____

Notary Public

Please attach a copy of your resume to this form and mail it to:

**King and Queen Treasurer
P. O. Box 98
King and Queen Court House, VA 23085**

Or

Deliver in person to the Treasurer's Office at:

**242 Allen's Circle, Suite H
King and Queen Court House, VA 23085**

Original signed documents are required.