

# County Clerk Employee Application

## Description

The Pettis County Clerk's Office is accepting applications for a Full-Time position. Applicants must have great communication skills, clerical experience, and be skilled in Microsoft Office.

## Job Duties:

- Issue Liquor License and Auctioneer License
- Ability to work with State Auditor's Office, Department of Elementary and Secondary Education, Secretary of State's Office and State Tax Commission
- Missouri Voter Registration Management
- Provide feedback to supervisors on concerns raised by constituents
- Handle meeting requests, answering calls, returning messages
- Listening to and talking with citizens

## Skills Required to Perform the Duties of the Job:

- Strong knowledge of Microsoft Office to include Excel, Outlook, and Word
- Strict attention to detail, highly organized and efficient
- Strong written and verbal communication skills
- Ability to manage multiple projects simultaneously
- Problem-solving

## Physical Requirements to Perform the Duties of the Job:

- Ability to sit and/or stand for extended periods of time
- Ability to lift 50 lbs.

## Benefits:

- CERF Retirement (County paid)
- LAGERS Retirement (County paid)
- 457b/401k Savings Plan
- Dental and Vision insurance
- Employee assistance program
- Health insurance
- Life insurance
- Thirteen paid holidays off
- Accrued sick time (after 1 year of service)
- Accrued vacation yearly

## Schedule:

- 8:00am-5:00pm (Monday through Friday)
- Occasional evenings and weekends

## Application Process:

- Applications may be picked up at the Pettis County Clerk's Office (215 E. 5<sup>th</sup> St, Sedalia, MO 65301) or on our website at [www.pettisclerk.gov](http://www.pettisclerk.gov).
- Completed applications, resume, and photo ID should be submitted to the Pettis County Clerk's Office by 5:00pm on Monday, May 5<sup>th</sup> in a sealed envelope with "County Clerk Employee Application" noted on the front of the envelope.



**COUNTY OF PETTIS**  
**APPLICATION FOR EMPLOYMENT**  
**The County of Pettis is an Equal Opportunity Employer**

Position applying for: \_\_\_\_\_

Department (County Office): \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First MI

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Driver's License Number: \_\_\_\_\_ Class: \_\_\_\_\_ State: \_\_\_\_\_

When would you be able to start work with the County? \_\_\_\_\_

Have you ever worked for the County of Pettis in the past or are you currently? \_\_\_\_\_

If yes, please indicate the position and when: \_\_\_\_\_

**EDUCATION:**

	Name and Location	Dates Attended	Major	Did you graduate?
High School				
College				
Other				

**WORK EXPERIENCE:**

Note: Not answering all items in the following section may eliminate your from further consideration. Be sure to provide phone numbers for your most recent employers. If you have been discharged from any position, please explain in detail.

PREVIOUS EMPLOYER #1				
START DATE		END DATE		FINAL SALARY OR HOURLY WAGE
/	/	TO	/	/
POSITION			SUPERVISOR'S NAME	
MAIN DUTIES				
REASON FOR LEAVING				

PREVIOUS EMPLOYER #2				
START DATE		END DATE		FINAL SALARY OR HOURLY WAGE
/	/	TO	/	/
POSITION			SUPERVISOR'S NAME	
MAIN DUTIES				
REASON FOR LEAVING				

Are you prevented from lawfully becoming employed in this Country because of Visa or immigration status? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you over 21 years of age? YES \_\_\_\_\_ NO \_\_\_\_\_

Have you ever been convicted of a felony crime? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please explain below, ONLY if the conviction could be classified as "job related"

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Are you willing to sign for and agree to the conditions of employment of the County of Pettis that have been reviewed and are in accordance with the known state and federal law? YES \_\_\_\_\_ NO \_\_\_\_\_

**PLEASE READ CAREFULLY AND SIGN – APPLICATIONS NOT SIGNED WILL NOT BE ACCEPTED.**

*The facts set forth above in my application for employment are true and complete to the best of my knowledge. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. I further understand that an incomplete application or an absence of my signature on this application is just cause for rejection of this application. My signature authorizes the County to review my previous employment record, my arrest & convictions, and other background data as it may relate to the position(s) for which I am applying or have been hired.*

*Pettis County is committed to avoiding any unfair treatment or discrimination in employment policies and practices as related to race, religion, national origin, ancestry, sex or age. Pettis County is an equal opportunity employer.*

*Notice: "AT WILL EMPLOYMENT STATUS" All employees are employed "at will" and may be terminated at any time by the County. An employee may also terminate his or her employment with the County at any time.*

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APPLICANT SIGNATURE

DATE