

CITY OF STEVENSON PART TIME POSITION  
MINUTE TAKER

The City of Stevenson is seeking to fill a part time position for a minute taker for City Council meetings and Planning Commission meetings. The position requires attendance at all City Council and Planning Commission meetings and is expected to take approximately 10 to 20 hours per month. Salary range for 2018 is \$18.05 to \$22.00 per hour depending on qualifications and experience. Additional information and applications are available at City Hall or by calling 427-5970. Open until filled.

## **Minute Taker**

**SUMMARY:** Record minutes for City Council meetings, Planning Commission meetings, the boards of Adjustment and Appeals, and other meetings as requested.

### **PRIMARY TASKS AND DUTIES:**

Attends all regular meetings of the City Council and Planning Commission and special meetings as requested and takes minutes of the proceedings.

Attends scheduled meetings of the Board of Adjustment and the Board of Appeals and takes minutes of the proceedings.

Prepares final drafts of the minutes and submits those drafts to designated staff members for review and final adoption by the appropriate elected or appointed board. All drafts are prepared using software compatible with that used by the City.

### **MINIMUM QUALIFICATIONS**

High School Graduate or GED equivalent

Office experience with a minimum 50 wpm keyboard speed

Familiarity with Windows based software

Good writing and spelling skills

Ability to record minutes accurately

Ability to work independently and to accomplish tasks expeditiously

All work to be completed on applicant's personal computing equipment

**City of Stevenson  
7121 E Loop Road  
PO Box 371  
Stevenson, WA 98648**

**Phone: 509-427-5970 Fax: 509-427-8202 email: candace@ci.stevenson.wa.us**

**Application for Employment**

In compliance with Federal and State Equal Opportunity Guidelines, qualified applicants are considered for employment without regard to race, creed, color, sex, national origin, age, or marital status. In compliance with the Americans with Disabilities Act, disability will be considered only in the context of the applicant's ability to perform essential functions of the job and to determine reasonable accommodation. The City is a drug free workplace.

This application must be completed fully even if you are also submitting a resume. Incomplete applications will not be included for consideration in the selection process.

Name:	Phone:
Mailing Address:	Fax:
City, State & Zip	Email:

It is the City's policy that any applicant for a position which requires that he/she drive City Vehicles must hold or be eligible to hold a valid Washington State Driver's license. Do you possess a Washington State Driver's license?  
Yes [ ] No [ ]. If no, is there any reason you may be barred from receiving a license?

After reviewing the job announcement, can you perform the essential functions of this job? Yes [ ] No [ ]  
If Yes, would accommodations be necessary? Yes [ ] No [ ] (Reasonable accommodations will be provided if necessary)

In accordance with the Immigration Reform and control Act of 1986, employment by the City of Stevenson is contingent upon presentation of acceptable documents verifying identity and authorization for employment in the United States. Documentation of authorization to work in the U.S. will be required if an offer of employment is made and accepted.  
Are you authorized to work in the United States? Yes [ ] No [ ]

Can you travel if the job requires it? Yes [ ] No [ ]

Have you ever been bonded? Yes [ ] No [ ]  
If yes, for what position:

Are you a veteran? Yes [ ] No [ ]  
If yes, what was your branch of military service and your final rank?

List any trade or professional organizations of which you are a member, including offices held:

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List the name, address and telephone number of three references not related to you:

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Summarize any special skills and qualifications you have acquired from employment or other experiences:

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**EDUCATION AND TRAINING**

<u>Type of School</u>	<u>Name &amp; address</u>	<u>Number of years completed</u>	<u>Graduated? Degree type? Major Subjects</u>
High School			
College			
College			
Business/Vocational			
Trade/Other			

**EMPLOYMENT HISTORY**

Beginning with your present or most recent employer, list your prior work experiences. Include periods of self-employment and US Military experiences. List each promotion separately. Describe the work you did and the number and type (clerical, technical, professional, etc.) of employees supervised, if any. If all of the requested information is contained in your resume in great enough detail, the note "See Resume" is an acceptable response.

Employer: _____	Hours per week: _____
Employers Address _____	Employed from: _____ to _____
Job Title _____	Phone number: _____
Supervisor/Title _____	
Briefly describe work duties and level of responsibility: _____	
Number of employees supervised, if any _____	Last Hourly/Monthly wage: _____
Reason for leaving: _____	
May we contact this employer? Yes [ ] No [ ]	

Employer: _____	Hours per week: _____
Employers Address _____	Employed from: _____ to _____
Job Title _____	Phone number: _____
Supervisor/Title _____	
Briefly describe work duties and level of responsibility: _____	
Number of employees supervised, if any _____	Last Hourly/Monthly wage: _____
Reason for leaving: _____	
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Employer: _____	Hours per week: _____
Employers Address _____	Employed from: _____ to _____
Job Title _____	Phone number: _____
Supervisor/Title _____	
Briefly describe work duties and level of responsibility: _____	
Number of employees supervised, if any _____	Last Hourly/Monthly wage: _____
Reason for leaving: _____	
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	

In accordance with the City of Stevenson's Drug and Alcohol Testing Policy, City employees who are required to have a valid Commercial Driver's License (CDL) are subject to testing for controlled substances and alcohol on a random, unannounced basis. The City is required to randomly test 25% of employees who are required to have a CDL for alcohol and 50% of employee's who are required to have a CDL for controlled substances.

**PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION**

The facts set forth in my application of employment are true and complete. I understand false statements on this application will result in my disqualification as an applicant, or, if I am employed, will be cause for my dismissal.

I authorize the City of Stevenson to investigate all statements in this application and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions, and the City from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the City.

In the event of my employment with the City of Stevenson, I will comply with all rules, regulations and policies set forth in the City's policy manual or the communications distributed by the City.

I Hereby acknowledge that I have read and understand the preceding statements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_