

FORMER EMPLOYERS List below your last four employers, starting with the last one first.

Date Month and Year	Name and Address of Employer	Salary (upon leaving)	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

REFERENCES List below three persons not related to you, whom you have known at least one year.

Name	Address	Position	Years Acquainted
1			
2			
3			

UNDER MARYLAND LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEE TO SUBMIT TO OR TAKE A POLYGRAPH, LIE DETECTOR OR SIMILAR TEST OR EXAMINATION AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT, ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100.

is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

you are to be hired by the company, you will be required to attest to your identity and employment eligibility, and to present documents infirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

AUTHORIZATION

certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Company.

I understand that any employment is conditioned on a background check. I authorize the Company to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Company, without giving me prior notice of such disclosure. In addition, I release the Company, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated any time, with or without cause and without prior notice, at the option of either myself or the Company. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless made in writing.

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Company and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the Company the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be that I abide by the Company's Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the Company to hire. If hired, I agree to abide by the Company work rules, policies and procedures. The Company retains the right to revise its policies or procedures, in whole or in part, at any time.

Date _____ Signature _____

TOWN RECORDER

DEFINITION

This employee is responsible for a broad range of administrative, accounting, and support services under the general supervision of the Mayor. Instructions to the employee are general and the employee must routinely use independent judgement when performing tasks. The employee must occasionally consider different courses of action, or deviate from standard operating procedures as reasonable discretion may dictate, in order to complete tasks

ESSENTIAL FUNCTIONS OF THE JOB

Prepares the agenda for governing body meetings under the authority of the Mayor, keeps minutes and maintains records of the proceedings of such meetings.

Prepares resolutions and ordinances for consideration by the governing body.

Prepares annual budget for all funds, including estimates, recommendations, and the appropriation ordinance.

Supervises the work of subordinate office personnel.

Makes recommendations regarding the hiring and termination of subordinate employees.

Responsible for accounting and financial records of all funds. Including reconciling bank statements and invoices, bond payments, drafting checks, accounts payable, etc.

Responsible for maintaining all types of insurance coverage such as health, property, liability, workers compensation, etc.

Coordinates with other departments of the Town for greater efficiency.

Responsible for issuing licenses and keeping a variety of records such as property tax relief vouchers and business tax licenses.

Prepares statements and makes a variety of reports for solid waste collection, workers compensation claims, annual audit, and certain State agencies.

Maintains an effective working relationship with departmental employees, the Board of Mayor and Aldermen, the public and other departments and agencies.

Any one position may not include all of the listed duties or duties which may be performed.

Evaluates subordinate employees.

ADDITIONAL EXAMPLES OF WORK PERFORMED

Deposits city receipts at the bank.

Receipts money from revenues, fees, etc.

Provides office support such as typing of correspondence, preparation of notices, and purchase of supplies.

Performs related work as required

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of the application of accounting principles to municipal finance.

Town Recorder (cont...)

Knowledge of the laws, rules and regulations pertaining to the office of Town recorder and the Town governing body.

Knowledge of Town ordinances and State laws.

Knowledge of modern office procedures.

Ability to establish contact with the public and media, in a variety of situations.

Ability to plan and direct the work of subordinate personnel.

Knowledge of computer accounting methods, data processing practices and procedures.

RECOMMENDED QUALIFICATIONS

Any combination of training and experience equivalent to:

Graduation from an accredited high school, preferably with course work in business/public administration, accounting or finance.

At least 3 to 5 years experience in accounting, finance, or advanced clerical work including experience in the supervision of others.

Must have an ability to be bonded.

Be able to be a certified municipal financial officer within 1 year of accepting position as required by state law.

Complete required classes to obtain Tennessee Municipal Clerk Certification.

Must pass a drug screening and post offer physical by a licensed physician.

Must be reside within 5 miles of the Alamo or will be willing to relocate upon being hired.