



# ANNOUNCEMENT

## EMPLOYMENT POSITION AVAILABLE

Job Title: Administrative Assistant  
Job Location: General Government  
Emp. Type: Full-time, FSLA Non-Exempt  
Salary: Pay Range "A" - \$28,600 to \$34,000 (D.O.E.)  
Open Date: February 25, 2019  
# of Openings: 1  
Deadline to Apply: Open Until Filled

## 2019 SELECTION OF ADMINISTRATIVE ASSISTANT

### POSITION SELECTION IS OPEN UNTIL FILLED

#### **PACKET INCLUDES:**

- **JOB DESCRIPTION**
- **APPLICATION FOR EMPLOYMENT FORM (INCLUDE RESUME')**

#### **BENEFITS INCLUDE:**

- **SICK LEAVE**
- **COMPENSATORY TIME**
- **MEDICAL/DENTAL/LIFE INSURANCE**
- **ASRS**

 **PLEASE RETURN COMPLETED PACKET TO:**

**JEANNE BLACKMAN, TOWN MANAGER  
TOWN OF YOUNGTOWN  
12030 CLUBHOUSE SQUARE  
YOUNGTOWN, AZ 85363  
[jblackman@youngtownaz.org](mailto:jblackman@youngtownaz.org)  
623.933.8286**



**Town of Youngtown  
12030 Clubhouse Square  
Youngtown, Arizona 85363**

**JOB TITLE: ADMINISTRATIVE ASSISTANT**

**Department:** GENERAL GOVERNMENT

**Immediate**

**Supervisor:** Town Manager

<b>Origination Date:</b>	<b>6/15/2017</b>
<b>Revision Date:</b>	<b>2/25/2019</b>
<b>FLSA Status</b>	<b>Non-Exempt</b>

**BRIEF DESCRIPTION: Under close supervision, performs a variety of routine administrative support and customer service duties.**

<b>ESSENTIAL FUNCTIONS</b>	
Essential functions may include any of the following representative duties, knowledge and skills. This is not a comprehensive listing of all functions and duties performed under this job classification. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:	
Performs basic administrative support and customer service duties within scope of authority and training; duties may vary according to job assignment.	
Greets the public and responds to routine inquiries.	
Provides customer services, information and assistance to customers; answers questions and resolves issues within scope of authority.	

Provides clerical support.
Refers matters beyond the scope of authority and training to the Town Manager for resolution.
Supports the relationship between the Town of Youngtown and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and Town staff; promotes the Town's goals and priorities, and complies with all Town policies and procedures.
Maintains absolute confidentiality of work-related issues and Town information; performs other duties as required or assigned.
Maintains front lobby/reception area to ensure public information materials are timely and of optimal benefit to customers.

<b>QUALIFICATIONS</b>
High School diploma, or G.E.D., and two years of general office or basic customer service experience in area of assignment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed.
Knowledge of customer service principles; modern office procedures, methods and equipment.
Basic filing and record keeping principles and practices; English language, grammar and punctuation.
Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.
A valid state driver's license may also be required.
<b>Must be fluent in speaking, reading and writing English and Spanish.</b>

In preparing this job description, the Town of Youngtown is reflecting the general details as needed to describe the principal functions of this job, the level of knowledge and skill required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements.



**TOWN OF YOUNGTOWN**  
**12030 CLUBHOUSE SQUARE**  
**YOUNGTOWN, ARIZONA 85363**  
**OFFICE (623) 933-8286**  
**TDD (623-974-3665)**

### **APPLICATION FOR EMPLOYMENT**

All applicants for all positions are considered without regard to race, color, religion, sex, national origin, age, disability or veteran status, or any other legally protected status. A qualified individual with a disability may request a reasonable accommodation during the employment process. Employment eligibility is verified through the E-Verify program as required by A.R.S. § 41-440.

For application to be considered, you MUST: 1) type or print all answers; 2) supply all requested information, resumes may only serve as a supplement; 3) not falsify the application in any way; 4) provide comprehensive employment information, including volunteer work. The information you provide will determine your qualifications for employment or eligibility for evaluation.

**GENERAL INFORMATION:**

POSITION APPLYING FOR \_\_\_\_\_

NAME \_\_\_\_\_  
 (LAST) (FIRST) (INITIAL)

ADDRESS \_\_\_\_\_  
 STREET CITY/STATE ZIP

PHONE: HM ( ) \_\_\_\_\_ - \_\_\_\_\_ MSG ( ) \_\_\_\_\_ - \_\_\_\_\_

Are any of your relatives (marriage also), employed by the Town of Youngtown?

YES \_\_\_ NO \_\_\_ IF SO, WHAT DEPT? \_\_\_\_\_

I will accept (check all that apply):

REGULAR TEMPORARY

\_\_\_ Full-time \_\_\_ Full-time

\_\_\_ Part-time \_\_\_ Part-time

SHIFT 8AM – 5PM ONLY \_\_\_ EVENINGS \_\_\_ NIGHTS \_\_\_

ROTATING SHIFTS \_\_\_

Have you ever been convicted of any violations of federal, state, local or military law or statute?

Yes \_\_\_ No \_\_\_ (if yes, explain

\_\_\_\_\_

NOTE: CONVICTION IS NOT NECESSARILY A BAR TO EMPLOYMENT. EACH CASE IS CONSIDERED INDIVIDUALLY BASED ON JOB REQUIREMENTS

Have you ever been convicted of any violations of federal, state, local or military law or statute?

Yes \_\_\_ No \_\_\_ (if yes, explain

\_\_\_\_\_  
 \_\_\_\_\_

NOTE: CONVICTION IS NOT NECESSARILY A BAR TO EMPLOYMENT. EACH CASE IS CONSIDERED INDIVIDUALLY BASED ON JOB REQUIREMENTS

HAVE YOU EVER BEEN TERMINATED OR FORCED TO RESIGN DUE TO MISCONDUCT OR UNSATISFACTORY SERVICE? YES \_\_\_ NO \_\_\_ IF YES, PLEASE

EXPLAIN: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

EDUCATION, TRAINING AND SKILLS

CIRCLE HIGHEST GRADE COMPLETED					1	2	3	4	5	6	7	8	9	10	11	12	OR	GED
Colleges/university or Trade Schools	City/State	Major Coursework	Sem. Hrs.	Degrees Completed														

Professional Certificates, Licenses or Memberships:

Driver's License? Yes \_\_\_ No \_\_\_ Classification \_\_\_\_\_ License Number \_\_\_\_\_

List any specialized training you may have received that relates to this position (include number of hours and course content)

List any equipment that you are able to operate that relates to this position

<p>Language Proficiency (other than English)</p> <p>Language _____ Speak _____ Read _____ Write _____</p> <p> </p> <p> </p> <p> </p>	<p>Have you ever served in the U.S. Armed Forces? ___ yes ___ no</p> <p>From (mo/yr) _____ To: _____</p> <p> </p> <p>Type of Discharge _____</p> <p>Specialized training or experience:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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**EXPERIENCE:** Begin with your present or most recent position. List all jobs held, paid, or volunteer, over the last ten years. Your qualifications will be evaluated on the basis of the information provided on this application. You may attach a separate sheet if additional space is needed, or to include applicable experience prior to ten years ago.

Employer Name & address	List all positions held	Annual salary	Dates (mo/yr)	Hrs. per wk.
_____	_____	_____	_____ To _____	_____
Supervisor _____	_____	_____	_____ To _____	_____

Phone # _____ # of employees you supervise: _____	_____	_____	_____ To _____ _____ _____ To _____	_____ _____ _____
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May we contact your present employer? Yes \_\_\_ No \_\_\_ Please list your primary job duties below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REASON FOR WANTING TO LEAVE:

\_\_\_\_\_

Employer Name & address	List all positions held	Annual salary	Dates (mo/yr)	Hrs. per wk.
_____	_____	_____	_____ To _____	_____
_____	_____	_____	_____ To _____	_____
Supervisor _____	_____	_____	_____ To _____	_____
Phone # _____ # of employees you supervise: _____	_____	_____	_____ To _____	_____

May we contact this employer? Yes \_\_\_ No \_\_\_ Please list your primary job duties below:

\_\_\_\_\_

\_\_\_\_\_

REASON FOR WANTING TO LEAVE:

\_\_\_\_\_

Employer Name & address	List all positions held	Annual salary	Dates (mo/yr)	Hrs. per wk.
_____	_____	_____	_____ To _____	_____
_____	_____	_____	_____ To _____	_____
Supervisor _____	_____	_____	_____ To _____	_____
Phone # _____ # of employees you supervise: _____	_____	_____	_____ To _____	_____

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May we contact this employer? Yes \_\_\_ No \_\_\_ Please list your primary job duties below:

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REASON FOR WANTING TO LEAVE:

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Employer Name & address	List all positions held	Annual salary	Dates (mo/yr)	Hrs. per wk.
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<hr/>	<hr/>	<hr/>	<hr/>	To <hr/>	<hr/>
Supervisor <hr/>	<hr/>	<hr/>	<hr/>	To <hr/>	<hr/>
Phone # <hr/>	<hr/>	<hr/>	<hr/>	To <hr/>	<hr/>
# of employees you supervise: <hr/>					<hr/>
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					<hr/>
					<hr/>

May we contact this employer? Yes \_\_\_ No \_\_\_ Please list your primary job duties below:

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REASON FOR WANTING TO LEAVE:

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Employer Name & address	List all positions held	Annual salary	Dates (mo/yr)	Hrs. per
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<hr/>	<hr/>	<hr/>	<hr/>	To <hr/>	<hr/>
Supervisor <hr/>	<hr/>	<hr/>	<hr/>	To <hr/>	<hr/>
Phone # <hr/>	<hr/>	<hr/>	<hr/>	To <hr/>	<hr/>
# of employees you supervise: <hr/>					<hr/>
					<hr/>
					<hr/>
					<hr/>

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May we contact this employer? Yes \_\_\_ No \_\_\_ Please list your primary job duties below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REASON FOR WANTING TO LEAVE:

EOE

**READ THIS APPLICATION AND YOUR ANSWERS BEFORE SIGNING BELOW**

By signing this application, I certify that all information on this form is true to the best of my knowledge, and any omissions or mis-statements of facts may be cause for rejection of this application or discharge from Town service. I also authorize the Town of Youngtown to make all necessary and appropriate investigations allowable by law to verify the information provided. It is my responsibility to keep my department head advised about any changes of address or phone numbers.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE



**YOUNGTOWN ADMINISTRATIVE ASSISTANT  
APPLICATION SUPPLEMENTAL QUESTIONNAIRE  
2019**

*This supplemental questionnaire will assist in determining the level of experience and qualifications of applicants relating to the Youngtown Administrative Assistant position. Completion of the supplemental questionnaire is required to be considered for the position.*

*Please limit your responses for each question to one page, typed, double-spaced, on a separate sheet of paper.*

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- I. You are required to work independently at times. Provide some examples in which you were required to do this in the past.
  
  
  
  
  
  
  
  
  
  
- II. Describe how you have handled multi-tasking in your past work experience.
  
  
  
  
  
  
  
  
  
  
- III. What is your experience in dealing with customers, and do you feel the customer is always right? Please explain.
  
  
  
  
  
  
  
  
  
  
- IV. Describe the circumstances of a difficult situation you encountered with a co-worker, and describe how you handled it for a positive result.
  
  
  
  
  
  
  
  
  
  
- V. Explain why you think you are the right person for this position.