

KEWEENAW COUNTY

DEPARTMENT: Deputy Clerk

ESSENTIAL JOB FUNCTIONS

Customer Service

- Answer Phones
- Research County Records such as Death, Birth and Marriage Records
- Make photocopies
- Take applications for Marriage Licenses
- Issue Marriage Licenses
- Take applications for Concealed Weapons Permits
- Notary
- Issue DBA
- General public inquiries

Other

- Take payments and record documents for Register of Deeds.
- Prepare monthly list of bills to be audited by County Commissioners.
- Pay monthly bills.
- Payroll for Courthouse and Sheriff's Department employees.
- Other duties as assigned by County Clerk.

DEPARTMENT: District Court Clerk

ESSENTIAL JOB FUNCTIONS

General

- Prepare dockets or calendars of cases to be called, using typewriter or computers.
- Record case dispositions, court orders, and arrangements made for payment of court fees.
- Answer inquiries from the general public regarding judicial procedures, court appearances, trial dates, adjournments, outstanding warrants, summonses, subpoenas, witness fees, and payment of fines.
- Prepare and issue orders of the court, including probation orders, release documentation, sentencing information and summonses.
- Prepare documents recording the outcomes of court proceedings.
- Instruct parties timing of court appearances.

KEWEENAW COUNTY APPLICATION FOR EMPLOYMENT

CAREFUL AND THOUGHTFUL COMPLETION OF THIS APPLICATION IS AN IMPORTANT STEP IN OUR CONSIDERATION OF INDIVIDUALS FOR EMPLOYMENT. PLEASE COMPLETE THE ENTIRE APPLICATION. PLEASE PRINT ALL INFORMATION IN INK.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER AND SHALL CONSIDER QUALIFIED APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, AGE, HEIGHT, WEIGHT, MARITAL STATUS, VETERAN STATUS OR DISABILITY.

PERSONAL

Date of Application _____

Name _____
(Last) (First) (Middle)

Address _____ Phone # _____
(Number) (Street) (City/State) (Zip)

How long at this address? _____ Email _____

When are you available for work? _____ Are you working now? Yes _____ No _____

May we contact your present employer? Yes _____ No _____ Rate of pay expected? \$ _____ Per Year

Are you authorized to work in the United States? Yes _____ No _____

Have you ever been convicted of a criminal offense? (Misdemeanor or Felony) Yes _____ No _____

If so, where, when and nature of offense?-(Conviction of a crime will not be an automatic bar to employment)

Do you have a valid driver's license? Yes _____ No _____ Driver's License # _____

MILITARY SERVICE RECORD

Have you ever been in the Armed Forces or a member of the National Guard? Yes _____ No _____

If so, what branch? _____ Rank at Discharge _____

Were you honorably discharged? Yes _____ No _____ Discharge Date _____

EDUCATION

Type of School	Name of School	Location	Years Completed	Major & Degree
High School				
College				
Business/Trade				
Professional School				

Any other educational training? _____

REFERENCES

Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____ _____	Address _____ _____
Telephone # _____	Telephone # _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the position for which you are applying.

WORK EXPERIENCE

Please list your work experience beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of Employer _____ Address _____ City, State, Zip _____ Job Title _____ Supervisor _____ Phone # _____	Employment Dates From To	Pay or Salary Start Final
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		

Name of Employer _____ Address _____ City, State, Zip _____ Job Title _____ Supervisor _____ Phone # _____	Employment Dates From To	Pay or Salary Start Final
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		

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Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		

AUTHORIZATION AND CERTIFICATION

Please carefully read the following statements and initial each one where indicated. If you have a question regarding any of the statements, please ask prior to initialing and signing the application. Your initials and signature verify that you have read, understand and agree to abide by the statements below.

Initial:

- _____ I hereby certify that all statements made on or in connection with my application are true, complete and correct to the best of my knowledge and belief, and I understand and agree that any misstatements or omissions of material fact subjects me to disqualification or, if hired, dismissal.
- _____ I authorize Keweenaw County to contact any of the persons or organizations referenced in my application materials. I also authorize any person contacted to provide to Keweenaw County any and all information regarding my employment, education, or any other information concerning any of the subjects covered by the application. I agree to execute employment records release authorization forms as may be required by Keweenaw County requesting employment records from my present and/or former employer(s).
- _____ I understand that I may be required to successfully pass a physical and/or drug test to gain employment with Keweenaw County. I consent freely and voluntarily to participate in required test(s), at a location selected by Keweenaw County. I also consent to the release of test(s) results to Keweenaw County. I hereby release and hold harmless Keweenaw County, its officers, agents and employees, and the laboratory, their employees, agents and contractors from any liability whatsoever, except for their negligence, arising from the test(s) and decisions concerning employment based upon the results of this test(s). In addition, I understand that Keweenaw County maintains a drug-free and a smoke-free workplace.
- _____ I understand that this position may have certain security requirements and that Keweenaw County has determined that a police background check will be conducted prior to making a decision regarding employment. I authorize Keweenaw County, its officers, agents, and employees to conduct such a check and I release and hold harmless Keweenaw County, its officers, agents, and employees from any liability, except for its negligence, related to the performance or result of this check.
- _____ If accepted for employment with a bargaining agreement, I agree that my status as an employee, depends upon successful performance during a probationary period and that I am an "at-will" employee during this probationary period.

Applicant's Signature

Date

Thank you for your interest in employment with Keweenaw County.

