



# City of Gautier

Office of Human Resources  
3330 Highway 90  
P.O. Box 670  
Gautier, MS 39553  
(P) 228.497.8000 / (F) 228.497.8028  
Email: [hr@gautier-ms.gov](mailto:hr@gautier-ms.gov)  
Website: [www.gautier-ms.gov](http://www.gautier-ms.gov)



## EMPLOYMENT APPLICATION PROCESS

### Administrative Clerk

All persons interested in employment with the City of Gautier must have a current application on file with the Office of Human Resources and shall remain on file for one (1) year. It is your responsibility to keep your application up to date with your most recent address, phone number, or employment information.

#### Instructions:

- Please type or legibly print your application in blue or black ink only.
- List the position to which you are applying for.
- Complete and sign all sections on your application.
- Employment applications and specified documents must be returned to the Office of Human Resources between 8:00 a.m. and 5:00 p.m., Monday through Friday to:

*City of Gautier  
Attn: Office of Human Resources  
3330 Hwy 90  
Gautier, MS 39553  
Phone: (228) 497-8000  
Fax: (228) 497-8028  
Email: [hr@gautier-ms.gov](mailto:hr@gautier-ms.gov)*

Applicants **MUST** meet the following Qualifications:

- Applications received after the closing date will not be considered.
- All applicants must provide proof of a high school diploma or GED equivalent.
- Be eligible to work in the United States.
- Applicants seeking employment must meet the age requirements indicated in the vacancy announcement at the time his/her application is submitted for review.
- An elector of the county in which he/she resides, if registered outside of State of Mississippi; proof of registration is required.
- Valid Driver's License (driver's license number must be listed on application)

All Managerial/Supervisory applicants **MUST**:

- Be deemed eligible according to the educational background stated in the job description enclosed; and
- Provide our office with proof of a credible track record of qualifications, certifications, educational background, etc. so that our records may reflect your qualifications accurately.

**Deadline for applications: October 17, 2018 at 5:00 PM.**

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.

**Post Date:** October 5, 2018  
**Removal Date:** October 17, 2018

## **CITY OF GAUTIER VACANCY ANNOUNCEMENT**

**POSITION:** Administrative Clerk  
**DEPARTMENT:** Grants and Projects Department  
**HOURS:** 40 Hours per Week  
**SALARY:** Grade 8 (\$21,840 annual)

**DUTIES:** Employ in this class performs secretarial tasks in accordance with well established procedures. Detailed instructions and close supervision are received at the beginning of work and new assignments, although regular routine assignments may be performed more independently and the exercise of initiative, independent judgment and discretion is expected as experience is gained. Work is subject to general supervision and is usually reviewed for content, accuracy and adherence to established standards.

**CIVIL SERVICE MINIMUM QUALIFICATIONS:** Individual must have a High School Diploma or GED equivalent; be eligible to work in the United States; an elector of the county in which he/she resides; and have a valid driver's license.

**MINIMUM EDUCATION AND EXPERIENCE:** Associate's degree (A.A.) or equivalent from a two-year college or technical school and two (2) years related experience; or High school diploma or equivalent and six (6) years related experience.

**EXCELLENT VERBAL AND WRITTEN COMMUNICATION SKILLS ARE REQUIRED.**

**REQUIRED DOCUMENTS:** If applicable, applicant must provide proof of A.A. degree in a related field or provide a valid copy of his/her transcript to verify coursework. If applicant is an elector of a county outside of the State of Mississippi; proof of voter registration is required.

*(Job description with minimum requirements attached.)*

**INTERNAL APPLICANTS:** Please contact Lekeisha Hill, Human Resources Generalist at Gautier City Hall.

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## ADMINISTRATIVE CLERK (Grants and Projects)

<b>Department:</b>	Grants and Projects Department	<b>Pay Grade:</b>	08 (Schedule 2080)
<b>Reports To:</b>	Contract/Projects Administrator	<b>Exempt (Y/N):</b>	N
<b>Competitive (Y/N):</b>	N		

**SUMMARY:**

This is clerical & technical work involving support to the Grants and Projects Department. Employee in this class performs tasks in accordance with well established procedures. Detailed instructions and close supervision are received at the beginning of work and on new assignments, although regular routine assignments may be performed more independently and the exercise of initiative, independent judgment and discretion is expected as experience is gained. Work is reviewed by the Director of Grants and Projects Department, through observation and evaluated on the basis of accuracy, and established standards.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

- Provides information, takes messages, schedules appointments, reserves accommodations and relieves superiors of varied and routine details.
- Answers variety of inquiries in person, by letter, and by telephone, on City services.
- Types forms, letters, memorandum, reports, tabulations, statements, various card records, minutes, and other materials from rough draft, dictating machine, or detailed instructions.
- Maintains files on relatively complex subject matters; keeps a variety of moderately complex records; compiles and prepares statistical and other data from such records.
- Operates word processors, calculators, copying machines, typewriters, fax machine, and other office equipment.
- Checks spelling, punctuation, grammar, format, etc. in draft or final form.
- Performs clerical duties on a daily basis such as filing, copying, faxing, etc.
- Performs other duties as assigned.

**REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:**

(Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.)

- Extensive knowledge of English, spelling, punctuation, grammar, arithmetic, modern office practices, procedures, systems, and equipment.
- Ability to communicate effectively in English, both orally and in writing.
- Ability to concentrate, perform accurately and work under stress of deadlines.
- Ability to meet and deal with people tactfully and courteously.
- Ability to take direction and work well with others.
- Ability to react to change productively and to handle other tasks as assigned.
- Ability to write reports and business correspondence.
- Skilled in operation of computers, calculators, typewriters, fax machines, copier, and other office machines.
- Ability to post entries from supporting documents to ledgers, journals and computer files; and make mathematical computations rapidly and accurately.
- Ability to establish and maintain effective working relations as necessitated by work assignments.

City Manager \_\_\_\_\_

Date \_\_\_\_\_



## **ADMINISTRATIVE CLERK (Grants and Projects)**

- Ability to understand and follow oral and written instructions and compose effective and accurate correspondence to transmit them.
- Skill in operating a computer.
- Must be able to come to work promptly and regularly.
- Must maintain a valid Mississippi driver's license.

### **SUPERVISORY RESPONSIBILITIES:**

This position has no supervisory responsibilities.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is largely a sedentary role; however, some filing is required which would require the ability to lift files, open filing cabinets and bend or stand as necessary.

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE:**

High School diploma or (GED) equivalent. Two (2) years' experience in general clerical work and customer service. An Associate's degree (A.A.) may be substituted for work experience. Must be proficient in Microsoft Excel and Microsoft Word.

### **REQUIRED LICENSES AND CERTIFICATES:**

Must maintain a valid Mississippi driver's license.

### **CIVIL SERVICE MINIMUM QUALIFICATIONS:** (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

**Post Date:** October 5, 2018  
**Removal Date:** October 17, 2018

## Screening Schedule

### Administrative Clerk

Advertise ..... Oct. 5 – Oct. 17, 2018

Post ..... Oct. 5, 2018

Cut-Off Date ..... Oct. 17, 2018  
**(Application packet is to be submitted to the Office of Human Resources by 5:00 pm)**

Eligibility List Compiled ..... Oct. 18, 2018  
**Applicant to Call (228) 497-8000 after 2:00 p.m. for Eligibility Determination**

CSC receives Eligibility List for Approval..... Nov. 8, 2018

Interviews ..... To be scheduled at a later date

# CITY OF GAUTIER

3330 Hwy 90\* GAUTIER, MISSISSIPPI \* 39553-5124 \* TEL: 228-497-8000 \* FAX: 228-497-8028

*We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a medical condition or handicap, or any other legally protected status.*

**PLEASE PRINT OR TYPE \* PROVIDE ALL INFORMATION REQUESTED**

<b>Position Applied For (list only ONE per application)</b>	<b>Date of Application</b>
<b>Last Name</b>	<b>First Name</b>
<b>Middle Name</b>	
<b>HOME ADDRESS: (STREET, CITY, STATE, ZIPCODE)</b>	
<b>Daytime Phone #:</b> _____	<b>Evening Phone #:</b> _____
<b>Email (if checked daily):</b>	
<b>Have you ever been employed with us before?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES <b>DATES:</b>	
<b>Are you eligible to work in the United States?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES	
<b>Are you registered to vote in the county in which you reside?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES	
<b>Do you have a valid driver's license?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES <b>License #:</b> _____ <b>State:</b> _____	
<b>Commercial –Class:</b>	
<b>Are you employed now?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES <b>Date available for work:</b>	
<b>Have you been convicted of a felony within the last seven (7) years?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES	
<i>(Conviction will not necessarily disqualify an applicant from employment)</i>	
<i>If Yes, please explain.</i>	
<b>Have you ever had any job-related training in the United States military?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES	
<b>If Yes, please describe.</b>	
<b>Do you have any relatives currently employed with the City of Gautier?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES	
<b>If yes, please give name(s) and relationship(s).</b>	

**EDUCATION** *If you have a GED, please note last year of high school completed and date GED acquired. You will be asked to provide diplomas, certificates, and/or official transcripts to document education and training.*

School	Address	Course of Study	Diploma/Certification

**Describe any specialized training, apprenticeship, extracurricular activities and honors received**

**EMPLOYMENT EXPERIENCE** *Please begin with your present or last job. Include all employment history and any job-related military service assignments and volunteer activities. An additional sheet will be provided upon request. Resumes may be attached*

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
5.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					

Please list any additional skills or qualifications that relate to your ability to perform the job for which you have applied such as licenses, software proficiency, professional types of machinery or equipment you operate, etc.

**REFERENCES (Do not include relatives)**

Name	Address	Phone Number	Occupation

I certify that all foregoing statements are complete, true and correct, and that I have not knowingly withheld any facts or circumstances that might, if disclosed, affect my application unfavorably. I understand that this employment application is not an employment contract. I understand that misrepresentation or omission of fact within this application is cause for rejection of said application, or termination, if discovered after I am hired.

I hereby authorize the City to investigate all statements contained in this application. I hereby authorize all previous employers, references, persons or entities that the City of Gautier may contact to furnish information concerning my personal character or employment records, and I release them from any and all liabilities or damages incurred as a result of furnishing this information.

I agree to submit to pre-employment drug testing and understand if hired I may be subject to future drug testing pursuant to the written policies of the City of Gautier. I understand and agree to a pre-employment review of my motor vehicle record; and if I am employed and operate City vehicles or similar equipment, to a periodic review of my motor vehicle record. I agree to conform to the rules and regulations of the City of Gautier.

I hereby understand and acknowledge that, unless otherwise defined by law, any employment relationship with this organization is of an *at will* nature, which means the Employee may resign at any time and the Employer may discharge Employee at any time without cause or notice. It is further understood that this *at will* employment relationship may not be changed by any written document or by conduct. I understand that if I am offered and accept a job, the City of Gautier reserves and retains the right to make changes in the terms and conditions of my employment as the City of Gautier determines to be necessary or appropriate.

I hereby understand and acknowledge that this application shall remain valid for consideration for a period of twelve weeks from the date of this application. In the event I have not been contacted prior to expiration of the stated period, it will be necessary for me to submit a new application for consideration.

I hereby acknowledge that I have read the foregoing and understand the same.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Received  
Screening Schedule \_\_\_\_\_

Application Received \_\_\_\_\_ Date/Time \_\_\_\_\_





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## VERIFICATION OF PREVIOUS ADMINISTRATIVE CLERK WORK EXPERIENCE

**Note to Applicant:** Complete this section and submit to your previous employer for verification of your work experience.

DATE: \_\_\_\_\_ POSITION APPLIED FOR: \_\_\_\_\_  
 TO: \_\_\_\_\_ FROM: \_\_\_\_\_  
 (Applicant Name)  
 COMPANY: \_\_\_\_\_ PREVIOUS NAME: \_\_\_\_\_  
 (If applicable) \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

I have been requested to furnish verification of my service while in your employment. Please complete the section below and mail directly to the City of Gautier.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date(s) of employment

**Note to Previous Employer:** Please complete the information requested below and mail directly or fax to:

**City of Gautier  
Office of Human Resources  
3330 Highway 90  
Gautier, MS 39553  
Fax: (228) 497-8028**

Date of Employment: \_\_\_\_\_

Last Date of Employment: \_\_\_\_\_

*Please list below all positions held by the applicant while in your employment. If more space is needed please attach additional documentation.*

Employee's Position/Title	Briefly describe duties of position	Date employee began position	Date employee ended position	Indicate if Full-Time or Part-Time Status

Completed by: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Completed: \_\_\_\_\_