



TORRANCE COUNTY

P.O. BOX 48, 205 Ninth Street, New Mexico 87016

Phone: 505.246.4752, Fax: 505.384.5294

www.torrancecountynm.org

APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, or the presence of a medical condition or disability (unless a bona fide occupational qualification for position).

NAME - Last	First	Initial	Home Phone:
ADDRESS - Street	Mailing		Business or Message Phone
City	State	Zip Code	Please list any different name you have used for school or employment

EACH POSITION YOU APPLY FOR REQUIRES A SEPARATE APPLICATION

POSITION APPLIED FOR - Give exact title.

1. Title			
2. Do you have a valid NM driver's license?: Yes <input type="checkbox"/> No <input type="checkbox"/>	Commercial Driver's License ?: Yes <input type="checkbox"/> No <input type="checkbox"/> Class:	Number:	
3. Have you been convicted of a felony or misdemeanor? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, explain and provide dates:			
4. Have you previously worked or do you now work for Torrance County? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, provide dates: Employment records for former and current County employees will be made available to hiring officials upon request.			
5. Does Torrance County employ any relative of yours? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If Yes, (1) Name: _____		(2) Name: _____	
Relationship: _____		Relationship: _____	

INSTRUCTIONS FOR COMPLETING THIS APPLICATION

The completion of this application represents your ability to provide written communication and follow directions. Incomplete or illegible applications will not be processed.

Attach a copy of your diploma, degree or appropriate transcripts to each application.

Type or print in dark ink. Copies are acceptable if each is clear, has an original signature, correct job title and contains required notarization and attachments. **DO NOT** submit a résumé in lieu of this application. Read the job specifications carefully for the position for which you are applying. Note the skills and knowledge required for the position and assure that you meet the minimum qualifications set forth on that announcement. Carefully complete each block of the Employment History section to fully describe your work or volunteer experience. Your qualification for a position will depend on your description of previous experience and its relevance to the position you are seeking.

NAME - Last		First	Initial
EDUCATION, LICENSES, CERTIFICATIONS Check (√) and fill in appropriate areas		High School Graduate/GED Certificate? Yes No ATTACH A COPY OF DIPLOMA OR CERTIFICATE	
<input type="checkbox"/> Vocational/Technical	Hours Completed	<input type="checkbox"/> Business College	Hours Completed
<input type="checkbox"/> School - Major Field		<input type="checkbox"/> Major Field	

COLLEGE OR UNIVERSITY

UNDERGRADUATE		GRADUATE	
School(s)		School(s)	
Major Field(s)		Major Field(s)	
Degree Earned	Date of Degree	Degree Earned	Date of Degree

LICENSE OR CERTIFICATE

1. License/Certificate issued by				2. License/Certificate issued by			
Field/Trade Specialization	Number	Date Issued	Exp. Date	Field/Trade Specialization	Number	Date Issued	Exp. Date

NOTE: You MUST SUBMIT required documents (copy of transcript, license, certificate) with each application.

State any additional information you feel may be helpful to us in considering your application:

SHERIFF AND/OR DISPATCH APPLICANTS ONLY

Are you age 21 or older? Yes No

Social Security Number _____ Driver's License Number _____ State _____

Are you willing to submit to a full background investigation? Yes No

Are you willing to submit to a drug and alcohol screening? Yes No

Are you willing to submit to psychological testing? Yes No

Are you willing to undergo various physical agility tests and submit to a full physical examination?

Yes No

Are you currently or have you been previously certified?: Yes No

If so, list agency: _____

EMPLOYMENT HISTORY - A résumé will not be accepted in lieu of the employment application. Begin with current or most recent job or volunteer experience and work back. If more than one position has been held with the same employer, list each separately. Describe each different assignment in military service. Under "DUTIES" describe your job in sufficient detail so that we can determine not only your tasks, but the level of responsibilities.

MAY WE CONTACT THE EMPLOYERS LISTED BELOW? YES NO

If NO, explain: _____

CONTINUATION SHEET FOR EMPLOYMENT HISTORY

	Employer's Name	Kind of Business	From (Mo/Yr)	To (Mo/Yr)
Employer's Address		Street/Mailing		Supervisor's Name and Telephone Number
Your Job Title	Check (✓) one: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: _____		Current or Last Hourly Pay \$	
If you supervised employees, indicate number and give dates # From (Mo/Yr) To (Mo/Yr)		Place of employment (City and State) if different from employer's address		
Duties:				
Reason for Leaving:				DO NOT WRITE IN THIS AREA
				YEARS MONTHS

	Employer's Name	Kind of Business	From (Mo/Yr)	To (Mo/Yr)
Employer's Address		Street/Mailing		Supervisor's Name and Telephone Number
Your Job Title	Check (✓) one: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: _____		Current or Last Hourly Pay \$	
If you supervised employees, indicate number and give dates # From (Mo/Yr) To (Mo/Yr)		Place of employment (City and State) if different from employer's address		
Duties:				
Reason for Leaving:				DO NOT WRITE IN THIS AREA
				YEARS MONTHS

List three professional references (Other than former employers or relatives) List Only those you will permit us to contact.

NAME	ADDRESS	PHONE	PROFESSIONAL RELATIONSHIP
1.			
2.			
3			

SIGNATURE ~ Please read before signing

I hereby certify that this application contains no willful misrepresentation(s); and that should any investigation disclose misrepresentation or falsification, my application will be rejected; my name removed from consideration for employment and I may be dismissed if employed. I hereby authorize Torrance County to investigate the information contained herein and contact those previous employers I have approved.

Sign Here in Ink

Date

THE SELECTION PROCESS. Upon the closing date of the announcement, the Human Resources Office will review all applications received to determine if applicants meet the minimum qualifications for the position. The qualifying applications are then delivered to the selecting official(s) for selection of interviewees. If you are selected for an interview, you will be contacted by the Human Resource Office. After all interviews have taken place and an applicant has been offered and accepted the position, the remaining applicants will be contacted by telephone or letter to be informed that the position has been filled.

RELEASE OF INFORMATION FORM

Applicant: I give all prior employers permission to release to Torrance County information in my personnel file regarding the following areas of my previous employment.

[Please specify some or all]

- | | | |
|--|---|--|
| <input type="checkbox"/> Date of Hire | <input type="checkbox"/> Date of Termination | <input type="checkbox"/> Beginning Salary |
| <input type="checkbox"/> Ending of Salary | <input type="checkbox"/> Attendance Records | <input type="checkbox"/> Tardiness |
| <input type="checkbox"/> Vacation Time | <input type="checkbox"/> Sick Leave Time | <input type="checkbox"/> Leave Without Pay |
| <input type="checkbox"/> Performance Evaluations | <input type="checkbox"/> Disciplinary and Termination Records | |
| <input type="checkbox"/> Workers' Compensation Leave | | |

I hereby release and discharge all prior employers from all claims or actions for loss, liability, damage, or expense which I now have or which may hereafter arise from the making of any inquiries about me or the furnishing of any information about me in connection with my application for employment with Torrance County.

Printed Name: _____ Date: _____

Signature: _____

AUTHORIZATION FOR RELEASE OF INFORMATION

I _____, _____ / _____ / _____
PRINTED NAME DATE OF BIRTH

_____-_____-_____
SOCIAL SECURITY NUMB DRIVER'S LICENSE NUMBER/IDENTIFICATION NUMBER STATE

pursuant to Section 29-10-6A of the New Mexico Arrest Record Information Act, hereby appoint TORRANCE COUNTY SHERIFF'S DEPARTMENT as an authorized agent for me, for the purpose of inspecting and/or obtaining copies of any arrest record information concerning me maintained by the New Mexico State Police or accessible to the New Mexico State Police, including but not limited to, information concerning felony or misdemeanor convictions maintained by any entity, Motor Vehicle Code violation information, administrative action information, from other employees or employers and/or persons and entities I have dealt with.

To the custodian of the records in question, I hereby direct you to release such information to the authorized agent as described above. A copy of this release form will be valid as an original hereof, even though a copy does not contain an original writing of my signature.

I hereby release the custodians of such records and the New Mexico State Police and the State of New Mexico, including any of their agents, employees or representatives in any capacity, from any and all claims of liability or damage of whatever kind or nature, which at any time could result to me, my heirs, assignees, associates, personal representative or representatives in any capacity, from any and all claims of liability or damage of whatever kind of nature, which at any time could result to me, my heirs, assignees, associates, personal representative or representatives of any nature, because of compliance said custodian or custodians with this Authorization of Release of Information, and my request contained herein for this release or because of any use of these records. This release is binding, now and in the future, on my heirs, assignees, associates, personal representative or representatives of any nature.

SIGNATURE: _____ DATE: _____

SUBSCRIBED AND SWORN BEFORE ME THIS

_____ DAY OF _____, 20_____.

NOTARY PUBLIC

My commission expires: _____, 20_____

(Seal)



Public and Private Record Release
Employment or Insurance Purposes

The Fair Credit Reporting Act (FCRA) allows Torrance County to gain access to Public and Private records with my permission for employment or insurance purposes.

By signing this release:

I hereby give permission to Torrance County to investigate my **driving and/or criminal history** for purposes allowable under the FCRA.

I understand that my eligibility for employment and/or continued employment is contingent upon Torrance County gaining access to these records.

I confirm that I have read and understand the "Fair Credit Reporting Act Disclosure Statement" provided to me by Torrance County.

I authorize Torrance County to periodically receive these records, and such authorization will remain in effect for one year or for the duration of my relationship with Torrance County, whichever period is longer.

_____	_____	_____
Signature	Date	Social Security Number (For Criminal Records Only)
_____	_____	_____
Printed Name (as it appears on drivers license)	Driver License Number	
_____		Circle Gender M or F
Date of Birth – Month/Day/Year		

SUBSCRIBED AND SWORN BEFORE ME THIS

_____ DAY OF _____, 20_____.

NOTARY PUBLIC

My commission expires: _____, 20_____

(Seal)



**FAIR CREDIT REPORTING ACT
DISCLOSURE STATEMENT**
Employment or Insurance Purposes

Torrance County, when considering your application for employment or insurance, when making a decision whether to offer you employment or insurance, when deciding whether to continue your employment or insurance, and when making other decisions directly affecting you, may wish to obtain and use a "consumer report" from a "consumer reporting agency". These terms are defined in the Fair Credit Reporting Act ("FCRA"), which applies to you. You are a "consumer" with rights under the FCRA.

A "consumer" is an individual.

A "consumer reporting agency" is any person or business which for monetary fees, dues, or on cooperative nonprofit basis, regularly engages in whole or in part in the practice of assembling or evaluating consumer credit information or other information on consumers for the purpose of furnishing "consumer reports" to others, and which uses any means or facility of interstate commerce for the purpose of preparing or furnishing "consumer reports".

A "consumer report" is any written, oral, or other communication of any information by a "consumer reporting agency" bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected, in whole or in part, for the purpose of serving as a factor in establishing the consumer's eligibility for employment purposes or other purposes authorized under the FCRA.

If Torrance County obtains a "consumer report" about you, and if, based on any information in the consumer report, Torrance County makes a decision for employment, insurance or credit purposes that directly and adversely affects you, you may be provided with a copy of the "consumer report". You may also contact the Federal Trade Commission about your rights under the FCRA as a "consumer" with regard to "consumer reports" and "consumer reporting agencies".

Torrance County has contracted with SAMBA Holdings, Inc. to provide records. SAMBA furnishes information as available from state and national agencies. SAMBA does not issue an opinion on the information provided, or participate in any action or decision based on the information provided. SAMBA may be contacted in writing concerning a consumer report about you:

In writing:

SAMBA Holdings, Inc.
1730 Montano NW Suite F
Albuquerque, NM 87107

By phone:
1-800-947-2622



Torrance County Job Specifications

POSITION TITLE: Finance Director

DEPARTMENT: Finance

REPORTS TO: County Manager

APPROVED: July 2015

SUMMARY:

Under the general direction of the county manager, this position is responsible for the overall operation of the Finance Department. Position manages and coordinates all financial operations for Torrance County, to include budget preparation and management, general accounting, accounts payable, accounts receivable, payroll, internal controls and audit planning. Duties include oversight of accounting duties for the county, ensuring that all functions are in compliance with local, state and federal laws and regulations. Prepares annual fiscal budget for submission to the BOCC and the New Mexico State Department of Finance and Administration. Monitors department budgets and spending activity to ensure compliance with budgetary constraints for fiscal year. This employee works closely with the County Manager and County Treasurer. Employee may be required to work irregular hours, attend job related meetings/training, both in and out of state, and perform other tasks as assigned.

MINIMUM QUALIFICATIONS:

Must possess a High School Diploma or GED;

Must be 18 years or older with a valid NM Driver's License.

Bachelor's Degree or equivalent in the field of Finance or closely related area or at least five (5) years experience. Combination of education and working knowledge of local governmental procedures, budget preparation, GAAP, GASB GAAFR, payroll, reports, contracts, and grants may be used.

Preference will be given to any applicant that is a Certified Government Financial Manager, Certified Management Accountant, or Certified Public Accountant.

ESSENTIAL DUTIES:

Maintain current budget.

Organize proposed budget process, prepare and coordinate department budgets

Process and pay all checks

Assure that purchases do not exceed budgeted amounts.

Distribute reports to department heads and elected officials

Work directly with the Treasurer to assure account balances.

Report to the County Commission on accounts payable.

Ensure that finance office operates under recognized accounting practices.

Order and maintain office supplies for Finance Office.

Responsible for receipt of and payment of incoming invoices.

Ensure resolutions are prepared for Commission Meetings that pertain to finance.

Correspond with DFA and Taxation and Revenue

Submit annual audit to State Fire Marshall's Office.

Coordinate and provide documentation to auditors.

Issuing and reporting of 1099's

Ensure payment of contracts and loans.

Maintenance of appropriations.

Must maintain annual training requirements and participate in courses provided by New Mexico Department of Finance and the New Mexico Association of counties. Must be bondable.

Supervise the staff of the Finance Department, including training, coaching, discipline, performance reviews, policy and practices, and operational procedures.

Monitors and compares the annual expense and revenue budget versus actuals, prepares resolutions for adjustments to the county budget in accordance with the state law.

Conducts periodic audits of various county programs, utility bills, and other areas that need periodic review to insure proper expenditures.

Responsible for finance-related correspondence between the County, the State Department of Finance and Administration and other agencies.

Make recommendations and/or oral presentations to the County Manager and/or the County Commission regarding finance and budget issues.

Prepares and maintains general ledger and chart accounts.

Prepares and organizes policies, systems, procedures and practices necessary to the successful operation of the financial systems, including appropriate internal controls.

To the extent practical, prepares the annual financial statements in compliance with the Governmental, Accounting, Auditing, and Financial Reporting (GAAFR) standards. Performs the basic tasks for recommending the selection of an external audit firm for subsequent approval by the County Manager and the Commission. Assists the auditors during the audit of the County financial records, and follows up on findings to improve the financial systems.

Prepares and maintains long-range financial projections for the County Manager and Commission to use as decision-making tools.

Reconcile all funds to the County Treasurer's report, verifying trial balance with the financial reports and other related reports.

Manage year-end audit process including preparation of annual or fiscal year closeout reports for the year-end audit.

Obtain information for all capital outlay items, complete inventory sheets, and records fixed assets additions and/or deletions.

Supervises records retention/disposition of County Finance records.

Must comply with the county Personnel Policy, Purchasing Policy and other Policies as approved by the Board of Commission.

Employee must perform all duties with minimal supervision. Employee may be required to work irregular hours, attend job-related meetings, and perform other duties as assigned.

Develops and prepares the county-wide budget; coordinates budget development process with various county department heads; forecasts revenues and expenditures; manages submission of the annual budget and quarterly reports to the State on a timely basis; provides the county manager, commission and department heads with information and recommendations for efficient fiscal administration; recommends rules, regulations, policies and procedures and implements the same upon approval; assures county fiscal activities conform to statutory and generally accepted accounting principles;

Coordinates annual external audit; manages preparation of the Comprehensive Annual Financial Report in accordance with Generally Accepted Accounting Principles; directs and coordinates year-end closing functions; posts fund transfers, posts auditors entries, posts adjusting journal entries; prepares and publishes annual financial report and historical reports; serves as internal auditor; examines and verifies the accuracy of all reports, bonds, papers, vouchers and accounts including various federal funding accounts; monitoring billing and collection procedures and assures county-wide compliance to establish budgets;

Coordinates County bond issues with financial advisors, underwriters, fiscal agents, and bond counsel; ensures that future bond issues are secured at reasonable rates and that a satisfactory credit rating is maintained by analyzing and monitoring the County's revenue and expenditure status; ensures compliance with the County's bond ordinances and SEC rules.

Directs and manages financial and accounting activities related to grants awarded to the county; assures proper and timely reporting of fund utilization; assures compliance with grant stipulations and requirements; coordinates timely requests for grant disbursements for various programs; oversees financial administration of special funds or accounts, i.e., Fire Protections Funds, EMS Funds, and Fire Excise Funds as allocated to Fire Districts.

Oversees accounts payable and receivable processes; plans, organizes and supervises the process for receiving and disbursing county finances as well as maintaining complete and accurate records of all financial transactions; creates accounts and sub-accounts as needed to monitor fund allocations and disbursements; monitors and reviews fund balances; directs or delegates the preparation of billings for customer accounts, i.e., rental payments, fines, fees, and various charges billed to outside agencies.

Oversees and directs the management of payroll processing and accounting; assures proper withholding and payment of state and federal payroll taxes; assures all payroll actions are supported by proper documentation and authorization; monitors the creation of various payroll reports and reviews for quality and accuracy; directs or delegates the management of various employee benefit accounts, i.e., health, life and disability programs; may negotiate with benefit vendors to secure desirable premiums and coverage.

Serves as a member of various staff committees as assigned; provides staff support to various boards and commissions, as assigned.

EMPLOYMENT STANDARDS:

Professional behavior and positive attitude.

Thorough Knowledge of generally accepted government accounting principles practices and procedures (GAAFR, GAAP and GASB); public finance and fiscal planning, bond issuance, federal arbitrage regulations, and IRS and SEC rules and regulations; county organizations and department operations including applicable laws and regulations; internal control principles and methods of application; budgeting, accounting and related statistical procedures; knowledge of payroll procedures, IRS rules and regulations pertaining to payroll; knowledge of New Mexico State Procurement Code rules and regulations; State Benefits Management System, various revenue sources available to local governments including state and federal sources; local investment options and opportunities; procurement policies and practices; general office maintenance and practices; basic personnel management practices and procedures; computer accounting applications and various software financial programs; business and technical writing; operation of standard office equipment; mathematics and advanced accounting; interpersonal communication skills and telephone etiquette; public relations.

Considerable knowledge of computer technologies; special budget program requirements such as State Fire Protection, etc.; principles of management, supervision and employee motivation.

Considerable skill in the art of diplomacy and cooperative problem solving; leadership and organizational behavior management; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and County residents. Skill in preparing budgets and the Comprehensive Annual Financial Report. Skill in analyzing financial problems and recommending sound solutions. Skill in formulating, recommending and administering accounting and financial policies. Skill in effectively managing, supervising and evaluating assigned staff.

Ability to analyze a variety of financial problems to make recommendations; analyze complex accounting problems and make standard adjustments; prepare and analyze complex financial reports; operate various types of standard office equipment such as typewriter, 10 key calculator, keyboard, etc.; operate personal computer (windows) in utilizing various programs to produce or compose formal documents, reports and records; communicate effectively verbally and in writing; develop effective working relationships with executive management, elected officials, supervisors, fellow employees, and the public.

Ability to prepare and effectively use spreadsheets, databases, financial analysis, internal audits, budgets, and grant applications/reports.

Ability to work extended schedules as needed to carry out the financial management and supervisory functions for a variety of county programs.

Ability to evaluate financial systems and formulate and implement accounting systems, methods, procedures, forms and records as needed.

Ability to organize, direct, and evaluate the work of employees in the specialized field of accounting in an automated environment.

Ability to design and prepare analytical, interpretive financial statements, and official annual financial statements using Governmental Accounting, Auditing, and Financial Reporting (GAAFR) standards.

Ability to manage multiple projects and priorities concurrently.

Ability to conduct long range fiscal and program planning, including Infrastructure Capital Improvement Planning.

WORKING CONDITIONS:

Environmental conditions -will include office setting, as well as occasional travel.

Physical conditions – essential and marginal functions require maintaining physical condition necessary for sitting and standing for prolonged periods of time. On occasion, some lifting, bending and stooping will be necessary.

DECLARATION:

I have read the above position specifications. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties. It is my understanding that Specifications are not intended to reflect all duties performed within the job, other duties may be assigned.

Name: _____ Date: _____

Signature: _____