



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 <input type="checkbox"/> No <input type="checkbox"/> ATTACH A COPY OF DIPLOMA OR CERTIFICATE
<input type="checkbox"/> Vocational/Technical	Hours Completed	<input type="checkbox"/> Business College
<input type="checkbox"/> School - Major Field		Hours Completed
		<input type="checkbox"/> Major Field

COLLEGE OR UNIVERSITY

UNDERGRADUATE	GRADUATE
School(s)	School(s)
Major Field(s)	Major Field(s)
Degree Earned	Degree Earned
Date of Degree	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 <input type="checkbox"/> No <input type="checkbox"/>	
Social Security Number _____	Driver's License Number _____ State _____
Are you willing to submit to a full background investigation? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you willing to submit to a drug and alcohol screening? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you willing to submit to psychological testing? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you willing to undergo various physical agility tests and submit to a full physical examination? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you currently or have you been previously certified?: Yes <input type="checkbox"/> No <input type="checkbox"/>	
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: _____

FOR ADDITIONAL EMPLOYMENT HISTORY USE SUPPLEMENTAL SHEET

1	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:				
				DO NOT WRITE IN THIS AREA
				YEARS MONTHS
Reason for Leaving:				

2	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:				
				DO NOT WRITE IN THIS AREA
Reason for Leaving:				YEARS MONTHS

3	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:				
				DO NOT WRITE IN THIS AREA
				YEARS MONTHS
Reason for Leaving:				

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

<p>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.</p> <p>Sign Here in Ink _____ Date _____</p>
--

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.

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		Current or Last Hourly Pay	
	Hours per week: _____		\$	
If you supervised employees, indicate number and give dates			Place of employment (City and State) if different from employer's address	
#	From (Mo/Yr)	To (Mo/Yr)		
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		Current or Last Hourly Pay	
	Hours per week: _____		\$	
If you supervised employees, indicate number and give dates			Place of employment (City and State) if different from employer's address	
#	From (Mo/Yr)	To (Mo/Yr)		
Duties:				
Reason for Leaving:				DO NOT WRITE IN THIS AREA
				YEARS MONTHS

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: _____



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_____



Torrance County Job Specifications

Position Title: Re-Appraisal Clerk
Reports To: County Assessor

Position Summary

Under the general supervision of the Assessor. Assists the appraisers in performing support functions associated with appraisals of residential, non-residential property and other duties as assigned.

Minimum Qualification

1. High School diploma or GED required
2. Valid New Mexico Driver's License
3. Must type with speed and accuracy.
4. Two (2) years of full-time administrative and/or customer service work experience.
5. Experience with office practices and procedures; English, spelling, grammar, basic arithmetic, phone etiquette.

Essential Duties

1. Assists and provides the general public with information about matters of record affecting real property, vacant land, manufactured and residential homes, and agriculture.
2. Answer any questions pertaining to the office of the Assessor.
3. Participates as a team member on completing the duties of the department; participating in meetings and submitting reports to supervisors. Becoming knowledgeable of applicable State Statutes and Regulations (specifically, the Property Tax Code).
4. Input into the computer changes in ownership and/or valuation of properties within Torrance County.
5. Collects Data for sales studies and prepares sales ratio studies and preparation for state review.
6. Assists in preparing and mailing agricultural and personal property forms and regular notices of value.
7. Assists other office staff with plotting and drawing to scale by metes and bounds descriptions of County properties that have divided.
8. Answer telephones and direct calls appropriately.
9. Inputs data pertaining to the County Assessor's office daily into computer.
10. 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.
11. Assist in filing correspondence and paperwork for office.
12. Assist in typing correspondence for staff and assisting in all other office duties as requested.

Other Requirements

1. Employee must comply with the safety guidelines of the employer.

FUNCTION ANALYSIS

Mental Functions

1. Must be able to exercise knowledge of the Assessor's office, including policies, laws, methods and procedures.
2. Must be able to listen and follow verbal directions in English.
3. Must be able to read and understand written directions in English.
4. Must be able to give verbal and/or written instructions in English.
5. Must be able to maintain a good working relationship with co-workers and the public in order to perform essential job duties.
6. Must be able to maintain concentration on details for long periods of time.
7. Must be able to read and copy numbers with great accuracy.
8. Must be able to organize and prioritize numerous tasks requiring the use of mental capabilities.

Physical Functions

1. Must be able to sit for up to 1 hour at a time, and up to 10 hours total per workday.
2. Must be able to stand/walk for up to 2 hours at a time, and up to 4 hours total per workday.
3. Must be able to bend at waist, to crouch, to kneel for short periods of time and up to 20 times per day.
4. Must be able to work with arms bent on a frequent basis (up to 2/3 of the workday).
5. Must be able to reach in all directions for up to 20 times per day.
6. Must be able to lift up to 37 pounds from floor to waist and from waist to shoulder, as well as horizontally, an estimated 10 times per day.
7. Must be able to push/pull an estimated 15 pounds, 1 time per month, approximately 200 feet, when retrieving supplies.
8. Must be able to exercise eye/hand coordination for up to 8 hours per workday.
9. Must be able to use eyes for up to 1 hour at a time, up to 4 hours per day when using computer.
10. Must be able to use hands and fingers to grasp/manipulate equipment and materials needed to perform essential job duties on a frequent basis.

Working Conditions

1. Worker performs essential job duties in doors in a climate controlled environment.
2. Indoor work is conducted on an even, dry surface. Surface may be carpeted or tiled.
3. Worker primarily works alone, without explicit directions from supervisor. Worker may also work with a select group of one or two other workers.
4. Worker is exposed to hazards, or potential hazards, to include lifting required tax role books, ledgers, etc.

Equipment, Tools and Materials

1. Worker uses telephone, computer terminal and keyboard, fax machine, copier machine, calculator, typewriter, burster machine, computerized plotter machine, two-wheeled dolly.
2. Other materials and equipment handled may include metes and bounds land measure compass, various rules and scales, writing utensils, staples, staplers, etc., in performance of essential job duties.

Employee 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.

Name: _____ Date: _____

Signature: _____ Date: _____