



Application for Employment

PO Box 898 * 1400 Hwy 180 E. * Silver City, NM 88061 * (575) 574-0008

Grant County Manager's Office Executive Assistant

Name: _____

Preferred Name: _____

Phone Number: _____

E-mail Address: _____

Position Closes: Friday, September 16, 2022 @ 5 pm

READ the following information before completing this application:

- All information contained on this application is subject to verification.
- A background investigation is required of successful applicants.
- Any omission, misstatements, or falsifications will be cause for rejection of this application, elimination from further completion, removal of your name from an eligibility list or discharge from employment.
- Information provided on this application and during the application process may be subject to public disclosure pursuant the New Mexico Inspection of Public Records Act, NMSA (1978) § 14-2-1, *et seq*
- The information provided by you on this application will used to determine your qualifications for employment.



Executive Assistant

The attached documents must be filled out completely and returned to the County Manager's Office. The County Manager's office is located in the Grant County Administration Building. This is a *summary of instructions* and you must complete every question for the specific job you are applying.

1. The **application** should be filled out completely. All applications taken by this entity are by law public record and will be handled as such. Make sure that you sign and date the application.
2. Read the **Position Specifications** carefully. All items must be read and answered whether you *can or cannot* perform duties.
3. You are welcome to attach copies of any relevant training or coursework to your application.
4. **Attach a letter of interest and resume**



Title: **Executive Assistant to County Manager**
Salary: Min \$35,238 Mid \$44,048
FLSA: Regular/Full-time/Exempt from Bargaining Unit
Reports to: County Manager or assigned designee
Position Closes: Friday, September 16, 2022 @ 5 pm

Job Summary

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position provides primary administrative and staff support for the County Manager and County Commissioners. Employee prepares Commission meeting agendas and packets, performs general administrative functions for the Board of Commissioners; Prepares correspondence, resolutions, ordinances and other documents as required. Employee primarily works alone with or without explicit directions from supervisor. Employee consults with one individual or small groups of individuals, either on the telephone or in person on a regular basis. Employee may be required to work irregular hours, attend job-related meetings and will be required to perform other duties as assigned.

Minimum Qualifications

- ❖ High School Diploma or GED certificate required, with some college preferred.
- ❖ Ability to use proper English grammar in correspondence.
- ❖ Perform a variety of office duties involving various departments and personnel.
- ❖ Ability to understand and communicate in English oral and written.
- ❖ Strong organizational and computer skills.
- ❖ Proficient in Microsoft Word, Access, Power Point and Excel.
- ❖ Ability to use independent judgment and discretion on tasks and projects.
- ❖ Ability to multi-task and be flexible with job assignments.
- ❖ Valid New Mexico Driver's License
- ❖ Must pass criminal history background check and pre-employment drug screen test

Preferred Qualifications:

- ❖ Possess three (3) to five (5) years of experience in an executive office setting, preferably in government office setting.
- ❖ Ability to communicate in Spanish

Benefits:

- ❖ Paid vacation, sick leave and paid holidays - PERA retirement plans
- ❖ Health, vision and dental insurance paid at 100% for full-time employees and a 100% for their dependents up to the age of 26.



Supplemental Questions

I understand that in order for my application to receive consideration in the selection process, I must complete the following Supplemental Questions and provide concise but detailed answers.

I have read and understand the above instructions. Yes No

1. Do you possess three (3) to five (5) years of experience in an executive office setting?

Yes No

If you answered "Yes" to the question above, these employers must appear in the work history section of the application.

2. Does your experience include working with County Government, public and/or citizens' organizations?

Yes No

If you answered "Yes" to the question above, these employers must appear in the work history section of the application.

3. Do you have a valid, New Mexico driver's license? Yes No

4. Have you ever filed an application with Grant County before?

Yes No If yes, give date _____

5. Have you ever been employed with Grant County?

Yes No. If yes, give date _____

6. On what date would you be available to work? _____

7. Are you available to work: Full Time After hours if necessary

8. Do you have any relatives working for Grant County?

Yes No

If so, list name and relationship

Essential Duties

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

(Please use your initials to indicate whether you are or are not capable of performing each duty listed below, with or without reasonable accommodation.)

Yes No

- Plan and prioritize items for the County Manager and Board of County Commissioners (BOCC) meetings.
- Responsible for maintaining confidentiality on all matters.
- Acts as a liaison between the County Manager/County Commissioners, Department Heads, Public Information/Community Liaison with BOCC and County Staff, vendors, the public and the media.
- Manage process of notifying public, other interested persons, news media, and government offices of the County Commission Meetings, regular, special and emergency, County Committee Meetings, and all other meetings specified by Statute.
- Familiarity with the State of New Mexico Open Meetings Act.
- Responsible for timely response and management of Inspection of Public Records Request Act (IPRA) requests.
- Prepare various resolutions, ordinances, agreements, and contracts.
- Proficient in Microsoft Office
- Maintain files for correspondence, contracts and various projects.
- Assist management on projects of strategic management.
- Assist County Attorney in gathering and organizing information for tort claim notices and lawsuits.
- Assist the public in answering questions or in forwarding them to the correct department.
- Attend various committee meetings; take and record minutes.
- Schedule travel arrangements for County Manager and Commissioners; contact travel agencies; airlines or other public transportation companies; schedules travel and delivers travel information to County traveler.
- Coordinate and print County-wide publications, special projects and assignments.
- As required; proofread newsletters or releases; coordinate public relations notices and announcements through local media; perform routine correspondence with the public in response to general questions regarding County functions and programs; responsible for informational maintenance of the County website.
- Prepare various reports and documents; review content for accuracy and completeness; make grammatical and technical changes to content as needed; perform routine research and gather data as needed to compile or complete reports as requested by County Manager.
- Maintain calendar; schedule and coordinate meetings and appointments; apprises managers of activity schedule showing events activities, committee meetings, public hearings, staff meetings etc....

- Follow up on appointment schedules as needed to verify appointment and meeting commitments. Setup and coordinates meetings and conferences.
- Transcribe, write and maintain confidential letters and documents.
- Required to work irregular hours, attend job related meetings
- Perform all duties with minimal supervision.
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

(Please use your initials to indicate whether you do or do not possess the knowledge, skills and abilities in the stated areas below.

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Principles and practices of administration. |
| <input type="checkbox"/> | <input type="checkbox"/> | Administrative research methods, techniques, and methods of report presentation. |
| <input type="checkbox"/> | <input type="checkbox"/> | Establish policies, ordinances, resolutions and State and Federal laws. |
| <input type="checkbox"/> | <input type="checkbox"/> | Business correspondence standards including English grammar, formatting, basic mathematics, spelling and punctuation. |
| <input type="checkbox"/> | <input type="checkbox"/> | Computer software; Proficient in Microsoft Office |
| <input type="checkbox"/> | <input type="checkbox"/> | Manage projects as assigned by the County. |
| <input type="checkbox"/> | <input type="checkbox"/> | Perform numerous other duties and task as assigned. |
| <input type="checkbox"/> | <input type="checkbox"/> | Remain flexible in job assignments and tasks. |
| <input type="checkbox"/> | <input type="checkbox"/> | Handle sensitive, delicate public relations situations with a high degree of firmness and cordiality. |
| <input type="checkbox"/> | <input type="checkbox"/> | Communicate orally in the English language with customers, clients, and the public in face-to-face, one-on-one settings, in group settings, zoom, and over the telephone. |
| <input type="checkbox"/> | <input type="checkbox"/> | Conduct original research; make sound administrative analyses relating to policy and management problems. |
| <input type="checkbox"/> | <input type="checkbox"/> | Produce written documents in the English language with clearly organized thoughts, with proper sentence construction, punctuation, and grammar. |
| <input type="checkbox"/> | <input type="checkbox"/> | Comprehend and make inferences from written material in the English language. |
| <input type="checkbox"/> | <input type="checkbox"/> | Work under pressure (i.e. handling significant problems and tasks which come up simultaneously and/or unexpectedly) |
| <input type="checkbox"/> | <input type="checkbox"/> | Work cooperatively with other Elected Officials, County Employees and the Public. |
| <input type="checkbox"/> | <input type="checkbox"/> | Moderate physical effort is required to perform work. |
| <input type="checkbox"/> | <input type="checkbox"/> | Vision requirements include the ability to read routine and complex documents and use a computer |

Working Conditions/Physical Demands:

Work is performed in an office or conference room setting. The area is normally adequately lighted, heated and ventilated. Level floors are carpeted or tiled. Travel is required to attend various meetings or to provide office visits in connection with job responsibilities. This travel is normally performed in a motorized vehicle with automatic and power controls, over improved roads or streets. There may be some commercial travel, usually by air. The work requires light to medium physical effort, which includes:

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. (Please use your initials to indicate whether you can or cannot perform the following duties with or without reasonable accommodations)

Yes No

- _____ _____ Frequent bending
- _____ _____ Frequent reaching
- _____ _____ Frequent lifting, pushing, pulling or carrying items waist high, weighing up to 10 pounds.
- _____ _____ Occasional lifting, pushing, pulling or carrying items waist high, weighing up to 20 pounds.
- _____ _____ Occasional climbing; involves stairways
- _____ _____ Moderate to prolonged walking during site visits
- _____ _____ Coordinated use of eyes, ears, hands and feet to operate a motorized vehicle
- _____ _____ Good vision and hearing
- _____ _____ Specific vision abilities required by this job include both close and far vision, color vision and the ability to adjust focus.

Conditions of Employment:

(Please use your initials to indicate whether you can or cannot successful adhere to the following conditions of employment with or without reasonable accommodations:

Yes No

- _____ _____ Subject to complete a post-offer of employment physical examination.
- _____ _____ Subject to and must successfully pass a post-offer of employment Drug & Alcohol Analysis Test.
- _____ _____ Subject to and must satisfactorily complete a post-offer of employment background investigation.
- _____ _____ Must not have any felony convictions or convictions involving immoral or unethical characteristics.

Employee Declaration:

I have read the above Position Specifications (**Executive Assistant**) and I understand the demands and expectations of the position described and to the best of my knowledge, I believe I can perform these duties with or without reasonable accommodation.

Signature: _____

Date: _____

Education:

High School: _____ Years Completed _____ Diploma -Yes -No

Undergraduate College: _____ Course of Study: _____
Years Completed: _____ Diploma / Degree: -Yes -No Degree: _____

Graduate / Professional: _____ Course of Study: _____
Years Completed: _____ Diploma / Degree: -Yes -No Degree: _____

Other (Specify): _____ Course of Study: _____
Years Completed: _____ Diploma / Degree: -Yes -No Degree: _____

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

Describe any honors you have received:

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

Indicate any foreign languages you can speak, read and/or write:

Speak: _____ Read: _____ Write: _____

List professional, trade, business or civic activities and offices held. *(You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status :)*

Work Experience:

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer: _____
Address: _____ City _____ State _____ Zip _____
Phone: _____
Dates Employed: From: _____ To: _____
Job Title: _____ Supervisor: _____
May We Contact? -Yes -No
Reason for Leaving: _____

Employer: _____
Address: _____ City _____ State _____ Zip _____
Phone: _____
Dates Employed: From: _____ To: _____
Job Title: _____ Supervisor: _____
May We Contact? -Yes -No
Reason for Leaving: _____

Employer: _____
Address: _____ City _____ State _____ Zip _____
Phone: _____
Dates Employed: From: _____ To: _____
Job Title: _____ Supervisor: _____
May We Contact? -Yes -No
Reason for Leaving: _____

Employer: _____
Address: _____ City _____ State _____ Zip _____
Phone: _____
Dates Employed: From: _____ To: _____
Job Title: _____ Supervisor: _____
May We Contact? -Yes -No
Reason for Leaving: _____

Employer: _____
Address: _____ City _____ State _____ Zip _____
Phone: _____
Dates Employed: From: _____ To: _____
Job Title: _____ Supervisor: _____
May We Contact? -Yes -No
Reason for Leaving: _____

COMMENT:

Include explanation of any gaps in employment.

SPECIAL SKILLS AND QUALIFICATIONS:

Summarize special job-related skills and qualifications acquired from employment or other experience

Applicant Statement:

Please read the following statement carefully and indicate your understanding and acceptance by signing in the space provided.

1. I certify that answers given herein are true and complete to the best of my knowledge
2. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
3. I understand that the submission of this application does not indicate an offer of employment nor does it establish any obligation on behalf of Grant County,
4. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all employee policies of Grant County.

Signature of Applicant: _____ Date: _____



Authority to Release Information

To Whom It May Concern:

I hereby grant permission to **Grant County** to conduct a thorough historical background investigation on me. The purpose for the investigation is to construct a record of my personal and professional history to ensure I meet the requirements of the position and duties I have been hired to perform. I understand the investigation will be conducted by a licensed private investigation firm contracted by this company.

I hereby grant the investigator bearing this release, or copy thereof, for a period of 60 days of its date, to obtain any information in your files pertaining to any credit (to include obtaining a copy of your credit report), educational, investigation, motor vehicle report, arrest or conviction of myself on any civil or criminal matter. I hereby direct you to release such information upon the request of this bearer. I hereby release you as custodian of such records for any criminal justice, law enforcement or court agency, including its officers and employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, that may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information; or any attempt to comply with it.

Should there be any questions as to the validity of this release, you may contact me as indicated below.

PLEASE PRINT CLEARLY!

Full Name _____

Social Security # _____

Date of Birth _____

Current Address _____

Telephone Number () _____

Driver's License Number: _____ State of License _____

Expiration Date: _____

Applicant Signature _____

References

Please provide five (5) personal and/or professional references:

Name: _____ Phone Number: _____

Type: Personal Professional

Name: _____ Phone Number: _____

Type: Personal Professional

Name: _____ Phone Number: _____

Type: Personal Professional

Name: _____ Phone Number: _____

Type: Personal Professional

Name: _____ Phone Number: _____

Type: Personal Professional