

Receptionist Vacancy

The Corporation of Shepherdstown is accepting applications to fill the full-time position of Receptionist at Town Hall. Work hours are Monday-Friday 8:30 a.m. to 4:30 p.m. with some extra coverage when required.

Applicants must have a high school diploma or equivalent and submit to a background check. This position requires professional and courteous interaction with the public and staff. General office experience is a must which includes but is not limited to, typing, answering phones, copying, accepting utility payments and posting to the utility billing software, etc. Benefits include paid holidays, vacation/sick leave, health insurance, and retirement plan participation.

A full job description is available at Town Hall and on the homepage of our website www.shepherdstown.us. Town Hall can be fast paced, and multitasking is a must.

Applications will be accepted until the position is filled. For more information, please contact

Amy L. Boyd, Town Clerk, at 304-876-2398. Applications may be picked up at Town Hall, 104 North King Street, during normal business hours or printed from our website.

The Corporation of Shepherdstown is an equal opportunity employer.

Job Description

Title: Receptionist

Position: Full-time 40 hours per week

Immediate Supervisor: Town Clerk

1. Greeting customers and assisting with their concerns and/or directing them to the appropriate department
 2. Answering, screening, and forwarding phone calls
 3. Perform clerical receptionist duties such as filing, photocopying, transcribing, faxing, etc.
 4. General office duties (i.e. maintaining the office equipment, ordering supplies, keeping the office presentable)
 5. Providing administrative support to various departments
 6. Accepting utility payments and other miscellaneous payments and posting to the utility billing software
 7. Other duties as assigned
 8. Maintain public notice board with agendas and other notices
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QUALIFICATIONS/REQUIREMENTS

1. HIGH SCHOOL DIPLOMA OR EQUIVALENT
2. MUST BE ABLE TO PASS A BACKGROUND CHECK
3. PROFICIENCY IN MICROSOFT OFFICE SUITE
4. HANDS-ON EXPERIENCE WITH OFFICE EQUIPMENT
5. SOLID WRITTEN AND VERBAL COMMUNICATION SKILLS
6. ABILITY TO WORK WITHOUT SUPERVISION
7. EXCEPTIONAL CUSTOMER SERVICES SKILLS AND PROFESSIONAL PHONE MANNER
8. MAINTAIN AN ORGANIZED WORKSPACE



Corporation of Shepherdstown
104 North King Street
P.O. Box 248
Shepherdstown, WV 25443
304-876-2312

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position Applied For	Date of Application

Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Telephone Number(s)		Social Security Number	

EQUAL OPPORTUNITY EMPLOYER

If you are under 18 years of age, can you provide a required proof of eligibility to work? Yes___No___

Have you ever filed an application with us before? Yes___No___

If yes, give date:_____

Have you ever been employed with us before? Yes___ No___

If yes, give date:_____

Are you currently employed? Yes___ No___

May we contact you present employer? Yes___ No___

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment. Yes___No___

On what date would you be available for work? _____

Are you available to work: Full-time _____ Part-time _____

Are you currently on "lay-off" status and subject to recall? Yes___No___

Can you travel if a job requires it? Yes___No___

Have you been convicted of a felony within the last seven (7) years? Yes___No___
Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain:_____

EQUAL OPPORTUNITY EMPLOYER

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and/or write:			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

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

Describe any job-related training received in the United States military.

EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT EXPERIENCE

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

Employer	Dates Employed	Duties Performed
Address	From: To:	
Telephone	Hourly Rate/Salary Starting: Ending:	
Job Title	Immediate Supervisor:	
Reason for Leaving		
Employer	Dates Employed	Duties Performed
Address	From: To:	
Telephone	Hourly Rate/Salary Starting: Ending:	
Job Title	Immediate Supervisor:	
Reason for Leaving		
Employer	Dates Employed	Duties Performed
Address	From: To:	
Telephone	Hourly Rate/Salary Starting: Ending:	
Job Title	Immediate Supervisor:	
Reason for Leaving		

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If you need additional space, please continue on a separate sheet of paper.

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

Other Qualifications

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

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Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed ninety (90) days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I understand, also that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

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AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, do hereby authorize full release and disclosure of any and all records concerning myself to the CORPORATION OF SHEPHERDSTOWN, and its appointed agent(s), whether said records are public, private, or confidential in nature.

The intent of this authorization is to give my consent for full and complete disclosure of educational institutions, financial or credit institution (including records of deposits, withdrawals, and balances of checking and savings accounts and loans); records of commercial or retail credit agencies (including credit ratings); medical and psychiatric treatments and consultations; hospitals; clinics; private practitioners; U.S. Armed Forces clinics and hospitals; U. S. Veterans Administration; public utility companies; employment and pre-employment records (including any and all background investigations, efficiency ratings, complaints or grievances against me, and salary records); any other financial statements and records, wherever filed; records of complaints, arrests, trial and/or convictions for alleged or actual violations of the law (including criminal and traffic records, complaints of a civil nature made by or against me and to include records and recollections of attorney or other counsel, whether representing me or others, in any case I presently have, or had an interest).

The total intent of this authorization is to provide full and free access to my background history for the specific purpose of pursuing a background investigation which may provide pertinent data for the CORPORATION OF SHEPHERDSTOWN, to consider in determining my suitability for employment and the sources of information enumerated above is not intended to deny access records not specifically identified.

I understand that any information obtained during this investigation may be released by the CORPORATION OF SHEPHERDSTOWN to professional offices/individuals outside of the Department, who are involved in the hiring process (i.e. Polygraph Operators, Psychological Evaluators, Medical Professionals). All such information shall be held in the strictest confidence and will not be released to other parties, without the expressed approval of the Police Chief or his/her designee.

I understand that information obtained by this investigation, developed directly or indirectly, in whole or in part, from this release will be considered in determining by suitability for employment by the Corporation of Shepherdstown. A copy of this release form will be considered valid, even though the copy does not contain an original of my signature.

SIGNATURE

DATE

DOB

SSN

WITNESS

NOTARY

MY COMMISSION EXPIRES

NOTARY STAMP