Print Form

JOB VACANCY ANNOUNCEMENT

CITY OF DOVER, NEW HAMPSHIRE

- An Equal Opportunity Employer -

POSITION:	ACCOUNT CLERK II - CCTC
UNION/GRADE:	DMEA / 13
SALARY RANGE:	$14.06
ORGANIZATIONAL UNIT:	Finance
POSITION STATUS:	Regular Part-Time
HOURS PER WEEK:	29
OTHER:	M=8:30-3:30, T,W,TH=12:30-6:00, F=11-4:30
ANNOUNCEMENT / POSTING NUMBER:	16-031
POSTING DATE:	January 22, 2016
CLOSING DATE:	Open Until Filled.
FLSA STATUS:	Non-Exempt
PRIMARY JOB LOCATION:	City Hall, Central Avenue
APPOINTING AUTHORITY:	Daniel Lynch, Finance Director

HOW TO APPLY

***** NO PHONE CALLS PLEASE *****

You must return a signed, completed Application for City of Dover Employment to the address shown on page 2 for each position being applied for before the closing date listed above or must be post marked by the Post Office on or before the closing date listed above. Please note, a resume or any other written format may be submittted to supplement your application but may not be submitted in lieu of the required application form unless otherwise indicated on page 2. Certain information is needed in order to evaluate your qualifications for the job, therefore, your employment application must be completed in full and we must receive your application with an original signature. No faxed or emailed applications will be accepted.

Applications are encouraged from all persons legally employable within the United States and by the State of New Hampshire meeting the minimum requirements as specified by the position's Supplemental Position Description. Applicants must meet all qualifications, legal and regulatory requirements for the position by the closing date of this Vacancy Announcement.

OTHER CONSIDERATIONS & REQUIREMENTS

The following apply if checked:

- [x] Requires a probationary period
- [x] Requires a pre-placement medical examination
- [x] Requires a valid drivers license - see corresponding Position Description for type of license required.
- [ ] Subject to frequent overtime, standby and/or recall
- [ ] Subject to regular night and/or weekend hours
- [x] Subject to drug testing prior to/during employment

Applicants meeting the minimum qualification requirements for this position may be further evaluated against other job related factors to determine who will be referred to the appointing official. The rating/ranking of candidates to determine the best qualified will be accomplished by evaluating and comparing the candidate's knowledge, skills and abilities against those of other eligible candidates. The candidate's experience, training, awards and performance appraisals (if internal candidate) will be considered in the evaluation process. It is the responsibility of the applicant to provide all of the information requested by the closing date of this announcement. Current and/or past supervisors may be contacted unless specified otherwise. Applicants may be interviewed by a panel and/or the appointing official or his/her designee. Selection for this position may be made as a result of this announcement or by any other appropriate means including reassignment, reinstatement, new appointment, transfer, promotion or change to lower grade.

ADDITIONAL INFORMATION TO APPLICANTS

Please review the Supplemental Position Description which corresponds with this position and provides examples of duties, responsibilities, qualifications and other requirements for this position. Applicants should note that duties and assignments for this position will vary but work and skill requirements are normally within the general class specification. Applicant(s) selected to fill this position vacancy are primarily assigned to work in the organizational unit indicated and are subject to reassignment, as deemed necessary.

The following materials are required if checked:

- [x] City of Dover Employment Application
- [ ] Cover Letter & Resume with City of Dover Employment Application
- [ ] Copies of Certificates/Licenses

Other:

Mail your completed application to:

Employment
Human Resources Office
City of Dover
288 Central Avenue
Dover, NH 03820

Hiring Process

After the Closing Date for the position, all applications are forwarded to the appropriate hiring department/ committee. After the review/selection process, it is the City's policy to notify each applicant of the status of the position applied for, either by phone, letter or email.

This process may take time and we ask for your patience.

~ The City of Dover, New Hampshire is an equal opportunity employer. ~