



Are you currently employed? Yes or No

May we contact your present employer? Yes Or No

Are you prevented from lawfully becoming employed in this country because of a Visa or Immigration Status? Yes Or No

Date available for work \_\_\_/\_\_\_/\_\_\_ what is your salary range? \_\_\_\_\_

Are you able to work?

- o Full Time ( Please Indicate 1 2 3 shift)
- o Part Time (Please Indicate Morning Afternoon Evenings)
- o Temporary ( Please Indicate dates available \_\_\_/\_\_\_ - \_\_\_/\_\_\_ )

Are you currently on "lay-off" statues and subject to recall? Yes or No

Can you travel if a job requires it? Yes or No

Education:

School	Name, City	Course of Study	Year Complete	Diploma/ Degree
High School				
Undergraduate/ College				
Graduate/ Professional				
Other (Specify)				

Work Experience (please provide information regarding last three positions held)

Employer_____	Dates Employed From To	Work Performed _____
Address_____		_____
Telephone_____	Hourly Salary Starting Final	_____
Job Title_____		_____
Supervisor_____		
Reason for leaving _____		May We Contact Yes or No

Employer_____	Dates Employed From To	Work Performed _____
Address_____		_____
Telephone_____	Hourly Salary Starting Final	_____
Job Title_____		_____

Supervisor \_\_\_\_\_

Reason for leaving  
\_\_\_\_\_

May We Contact  
Yes or No

Employer \_\_\_\_\_

Dates Employed  
From To

Work Performed  
\_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Hourly Salary  
Starting Final

Job Title \_\_\_\_\_

Supervisor \_\_\_\_\_

Reason for leaving  
\_\_\_\_\_

May We Contact  
Yes or No

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

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

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List professional trade business or civic activities and offices held.

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Additional Information

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Specialized Skills

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet
<input type="checkbox"/> PC/MAC	<input type="checkbox"/> Word Processing
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Shorthand

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

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Personal / Professional References: ( please provide three )

Name	Phone Number	City, State
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I certify that answers given herein are true and complete.

I authorize investigation of all statement 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 180 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 and authorized executive of this organization. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understood, also, that I am required to abide by all rules and regulation of the employer.

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Signature of Applicant

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Date

## Fleming County, Kentucky

### Position Classification and Class Title County Treasurer

#### Characteristics of the Class

Under direction of the County Judge/Executive and Fiscal Court performs statutorily required functions of the office of County Treasurer. Performs related work as required.

#### Examples of Duties or Responsibilities of the Classification

Serves as the financial officer of the county. Responsible for performing all duties imposed on the office by KRS 68.020, including oversight and maintenance of required financial records for all accounts. Assists Judge/Executive in development of the annual budget. Ensures all county revenues are received from collecting officers and other persons whose duty it is to provide payment to the county, and deposited on a daily basis. Prepares and collects bank deposits tax. Reviews all claims, assigns appropriation number, and ensures all county expenditures are in compliance with the adopted county budget. Co-signs all warrants or checks for county funds. Maintains all required journals and ledgers, including, but not limited to, a Cash Receipt Journal, Cash Receipt Ledger, Appropriation Ledger, General Ledger, Check Distribution Ledger, and an Investments Journal. Ensures individual accounts are maintained for the General Fund, Road and Bridge Fund, Jail Fund, and other funds as required by the State Local Finance Officer. Ensures funds not needed for payment of claims is invested in interest bearing accounts. Monitors bank balances to ensure county funds are properly secured. Responsible for reconciliation of bank statements; preparation of monthly financial report for the fiscal court and jailer; preparation of quarterly financial reports for the fiscal court and the State Local Finance Officer; preparation of an annual financial statement in compliance with KRS 424.220, and an annual settlement with the fiscal court. Prepares payroll for employees of the fiscal court, sheriff and county clerk's offices. Prepares and submits required payroll reports to the Department of Labor. Prepares/files required retirement report, deferred compensation report, and other reports as appropriate. Prepares W-2 and 1099 forms for employees and vendors. Prepares necessary documentation, memoranda and reports on all activities. Coordinates and administers employee benefits. Works with auditors during fee and fiscal court audits. Assists employees in filing worker's compensation claims and monitors all claims Participates in appropriate training courses. Perform related duties as assigned.

#### Typical Working Conditions and Unique Physical Requirements

Primary duties of this position are performed in-doors, in an office setting. Nature of work requires light lifting, kneeling, and bending. A great deal of time is spent sitting at a desk working on books and computer programs.

#### MINIMUM QUALIFICATIONS:

#### Special Necessary Requirements

- a. Must be at least 25 years of age or has obtained a baccalaureate level degree from regionally accredited institution of higher education, a citizen of Kentucky, and resident of Fleming County for at least two (2) years prior to appointment.
- b. Must be bondable

## Page 2 of 2: County Treasurer Classification and Class Title

### Training and Experience

Graduate of an accredited college or university with a baccalaureate degree in accounting, supplemented by one (1) year experience in a responsible accounting position in the public sector. Accreditation as a Certified Public Accountant (CPA) or a master's degree in accounting may be supplemented for two (2) years of required experience. Direct experience in the financial operations of a county government may be substituted for required education on a year for year basis.

### Special Licensing Requirements

Certified Public Accountant (preferred)

### Special Knowledge, Skills and Abilities

Extensive knowledge and application of state and local laws governing county finance. Extensive knowledge of public sector accounting practices and principles. Considerable knowledge of modern office practices, procedures and equipment. Knowledge of computer technology with ability to learn and utilize necessary computer software programs. Understanding of state and local regulatory requirements pertaining to the development and preservation of financial records. Ability to maintain important records efficiently and accurately, and to prepare clear, concise reports from this information. Effective communication skills.

### Overtime Status

Exempt