

WE ARE HIRING

Pittsburg County Treasurer's Office is seeking a motivated, dependable and detail-oriented person for a 3rd Deputy position.

Hours: Full-Time Monday -Friday 8am-4:30pm

Requirements:

- Must be able to pass a pre-employment drug test
- High School diploma or equivalent (required)
- Strong computer and organizational skills
- Must be able to multitask
- Strong work ethic
- Reliable attendance
- Positive attitude
- Ability to work well with others
- Willingness to learn and grow within the position

Assist with general office duties including collecting Ad Valorem taxes, issuing receipts, answering phones, copying, and scanning documents, filing, responding to emails, reconciling cash drawers, and performing administrative duties as required.

Employee will have a 90-day probationary period with a starting pay of \$3050.00/per month. Pay increase Available after successful completion of probationary period.

All applicants can download the application from <https://pittsburg.okcounties.org/>, completed with resume and hand-delivered to Jennifer Hackler, Pittsburg County Treasurer at the Pittsburg County Courthouse, 115 E. Carl Albert Pkwy, Room 102, McAlester, Oklahoma 74501 or emailed To pittsburg_treasurer@yahoo.com.

PITTSBURG COUNTY TREASURER
EMPLOYMENT APPLICATION

PERSONAL INFORMATION

Name: (LAST) (FIRST) (MIDDLE) TELEPHONE NUMBER

Address: (STREET) (CITY) (STATE) (ZIP CODE)

OTHER EMPLOYMENT RELATED INFORMATION

Check the following options which you would consider: List any relatives working for this County:

_____ Full Time _____ Part Time _____ Temporary
Name: _____
Department: _____

If you are a minor, please list your age:

Can you after employment submit a birth certificate or other proof of U.S. Citizenship? _____ Yes _____ No

If not a U.S. Citizen, can you after employment submit verification of your legal right to work permanently in the U.S.?
_____ Yes _____ No

Were you previously employed by Pittsburg County? _____ Yes _____ No
Date(s) of Employment:

Do you have the ability to perform the job related functions of the job applied for? _____ Yes _____ No
If the answer to the above question is no, please describe what accommodations would enable you to perform the job related functions of the job applied for. _____

EDUCATION & TRAINING

High School Address Graduated? _____ Yes _____ No

College or University Address Major Degree/Year

Trade School Address Subjects Completed? _____ Yes _____ No

Apprentice School Address Subjects Completed? _____ Yes _____ No
Year: _____

List any other education, training, special skills or certificates/licenses that you possess related to this job:

List any office equipment that you are qualified and experienced at operating:

REFERENCES

List business persons known; but not related to you for at least three years:

Name	Title	Business	Phone	Years Known
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

EXPERIENCE

Name of Employer		Type of Business		
Address	City	State	Zip	Phone
Dates Employed		Starting Title	Ending Title	
From _____ to _____		_____	_____	
Name & Title of Supervisor:	May we contact?	Was Employment	Reason for Leaving	
_____	_____ Yes	_____ Full Time	_____	
_____	_____ No	_____ Part Time	_____	
Brief description of duties: _____				

Name of Employer		Type of Business		
Address	City	State	Zip	Phone
Dates Employed		Starting Title	Ending Title	
From _____ to _____		_____	_____	
Name & Title of Supervisor:	May we contact?	Was Employment	Reason for Leaving	
_____	_____ Yes	_____ Full Time	_____	
_____	_____ No	_____ Part Time	_____	
Brief description of duties: _____				

Name of Employer _____		Type of Business _____		
Address _____	City _____	State _____	Zip _____	Phone _____
Dates Employed		Starting Title		Ending Title
From _____ to _____		_____		_____
Name & Title of Supervisor:	May we contact?	Was Employment	Reason for Leaving	
_____	_____ Yes	_____ Full Time	_____	
_____	_____ No	_____ Part Time	_____	
Brief description of duties: _____				

Do you have a valid driver's license in Oklahoma?		Position Applying for:		
_____ Yes _____ No		_____ Laborer		
If yes, License# _____		_____ Truck Driver		
License Type _____		_____ Mechanic		
List any moving violations during the last five years on back page		_____ Equipment Operator		
		_____ Courthouse Deputy		
		_____ Janitorial		
		_____ Administrative		
		_____ Other (Be Specific) _____		

APPLICANT'S CERTIFICATION

Please read carefully before signing. If you have any questions regarding the following statements, please ask for assistance.

I certify that, to the best of my knowledge and belief, the answers given by me to the foregoing questions and the statements made by me in this application are correct and complete. I understand that any false information contained in this application may result in my discharge.

I authorize you to communicate with all my former employers, school officials and persons named as references. I hereby release all employers, schools, and individuals from any liability for any damage whatsoever resulting from giving such information.

I understand that as the County deems necessary, I may be required to work overtime hours or hours outside normally defined work days or work weeks. If employed, I understand and agree that such employment may be terminated at any time for any reason by law and without any liability to me for any continuation of salary, wages, or employment related benefits (not required by law).

Print Name: _____ Signature: _____

Filling out and returning this application to the County does not guarantee employment and does not constitute an offer of employment.

NOTICE OF DRUG & ALCOHOL TESTING

Any applicant who is offered employment with Pittsburg County will be required to undergo a pre-employment drug test. A refusal to undergo pre-employment drug testing will result in the withdrawal of the offer of employment.

I have read the above paragraph and understand that if offered employment from Pittsburg County I will be required to undergo drug and alcohol testing. I understand that failing or refusing to undergo a drug and/or alcohol test will result in the conditional offer of employment being withdrawn immediately.

Date: _____ Signature: _____

NOTICE REGARDING MEDICAL MARIJUANA AND SAFETY SENSITIVE POSITIONS

As allowed in Oklahoma Statutes, Title 63 § 427.8(H)(2), any applicant who is offered a safety-sensitive position with Pittsburg County must understand that a positive drug test (with or without a medical marijuana license) will result in the offer of employment being rescinded.

“Safety-sensitive” means any job that includes tasks or duties that the employer reasonably believes could affect the safety and health of the employee performing the task or others including, but not limited to, any of the following:

- A. The handling, packaging, processing, storage, disposal, or transport of hazardous materials,
- B. The operation of a motor vehicle, other vehicle, equipment, machinery or power tools,
- C. Repairing, maintaining or monitoring the performance or operation of any equipment, machinery or manufacturing process, the malfunction or disruption of which could result in injury or property damage,
- D. Performing firefighting duties,
- E. The operation, maintenance or oversight of critical services and infrastructure including, but not limited to, electric, gas, and water utilities, power generation or distribution,
- F. The extraction, compression, processing, manufacturing, handling, packaging, storage, disposal, treatment or transport of potentially volatile, flammable, combustible materials, elements, chemicals or any other highly regulated component,
- G. Dispensing pharmaceuticals,
- H. Carrying a firearm, or
- I. Direct patient care or direct child care;

Safety-sensitive positions within Pittsburg County are as follows:

- A. All Highway Department Employees
- B. All Sheriff and Jail Employees
- C. All Emergency Management Employees
- D. All Maintenance and Housekeeping Employees
- E. All Field Appraisers (Assessor’s Office)
- F. All Animal Shelter Employees

I have read and understand the above paragraphs concerning safety-sensitive positions and medical marijuana. I further understand the I will not be considered for any safety-sensitive position within Pittsburg County should I test positive for drugs or alcohol (with or without a medical marijuana license).

Date: _____ Signature: _____