

## WE ARE HIRING

Pittsburg County Treasurer's Office is seeking a dependable and detail-oriented person for a 3<sup>rd</sup> Deputy position.

Hours: Full-Time Monday -Friday 8am-5pm

### 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

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 \$3250.00/per month.

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](mailto: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

Name: \_\_\_\_\_

\_\_\_\_\_ Temporary

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

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?  _____ Yes    _____ No  If yes, License# _____  License Type _____  List any moving violations during the last five years on back page		Position Applying for:  _____ Laborer _____ Truck Driver _____ Mechanic _____ 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 that 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: \_\_\_\_\_