



SUSAN MARMOL  
Town Clerk

**Town of Mount Pleasant**  
**Job Vacancy Announcement**  
**Permit Clerk**

The Town of Mount Pleasant is seeking to fill one (1) full-time position for a Permit Clerk in the Town Clerk's Office. This is a competitive class position and the Town is currently seeking to hire someone on a provisional basis. The successful candidate would be required, per Civil Service regulations, to pass an examination once it is offered and score amongst the top three candidates willing to accept in order to achieve probationary/permanent status.

**Job duties and Responsibilities:**

- Interviews applicants seeking various permits and licenses that are issued by the Town Clerk's Office;
- Will prepare birth certificates and death certificates;
- Maintains complex filing system either manually or through use of computer software;
- Prepares and issues permits and licenses;
- Collects fees related to the permits and licenses and prepares the daily cash reports, Issues receipts;
- Assists in compiling and preparing documents in response to FOIL requests;
- Uses computer applications such as word processing, calendar, e-mail and database software in performing work assignments.

**Minimum Qualifications:** Possession of high school or equivalency diploma and three (3) years of experience where the primary function of the position was performing clerical work, one (1) year of which must have included the use of computer applications to perform clerical functions.

Satisfactory completion of 30 college credits may be substituted on a year for year basis for up to two (2) years of the required work experience. There is no substitution for the one (1) year of specialized experience using computer applications described above.

This is a Union covered position. The Town of Mount Pleasant offers a competitive wage and benefits package. The position is a Grade 6, Step 1 with a salary of \$54,361.00.

**Submission Requirements:** Applicants must complete a Town of Mount Pleasant job application and submit via email or mail to:

ONE TOWN HALL PLAZA VALHALLA, N.Y. 10595 PHONE: 914-742-2312 FAX: 914-747-6172

Susan Marmol, Town Clerk  
One Town Hall Plaza  
Valhalla, NY 10595  
[smarmol@mtpleasantny.com](mailto:smarmol@mtpleasantny.com)

**Submission Deadline:** January 31, 2020

The Town of Mount Pleasant is an Equal Opportunity Employer.

# TOWN OF MOUNT PLEASANT Employment Application

Please **TYPE** or **PRINT** clearly. *This application must be completed and signed personally by the applicant.* Each question must be answered in full. We appreciate your interest in employment with the Town of Mount Pleasant.

The Town of Mount Pleasant is an **Equal Opportunity Employer**. We consider all applications for all positions without regard to race, color, religion, gender, national origin, age, physical or mental disability, marital status, veteran status, sexual orientation, arrest/criminal record, genetic predisposition or carrier status, or any other legally protected status or class. Applicants requiring a reasonable accommodation to participate in the application and/or interviewing process are encouraged to contact the Town Supervisor's Office.

BIOGRAPHICAL DATA	Name (First, Middle, Last)		Phone Number	
	Address		E-Mail Address	
	City		State	Zip
	Position Applied For		Salary Desired	
	Are You Available For		Date Available For Work	
	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary			
	How were you referred to the Town of Mount Pleasant? <input type="checkbox"/> Newspaper <input type="checkbox"/> Internet <input type="checkbox"/> Civil Service Job Posting <input type="checkbox"/> Walk-in			
	<input type="checkbox"/> Employee Referral _____ <input type="checkbox"/> Other _____			
	Are you currently employed?			<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, may we contact your employer to obtain employment information?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever filed an application or interviewed for employment with the Town of Mount Pleasant?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, give month and year ____/____/____				
Have you ever been employed with the Town of Mount Pleasant before?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, give dates    From ____/____/____    To ____/____/____				
Are you legally eligible for employment in the United States? <i>Employment eligibility verification will be required upon employment.</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you are under 18 years of age, can you provide required proof of your eligibility to work?			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
If you have been provided with a job description for the position for which you are applying, are you able to perform the essential functions of the position with or without reasonable accommodation?			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	

EDUCATIONAL BACKGROUND	Type of School Attended	Name and Location of School	Number of Years Completed <i>(do not give dates)</i>	Course of Study	Diploma or Degree Obtained
	High School or Preparatory School				
	College				
	Other				

<b>SKILLS</b>	Typing Speed: _____ WPM	Data Entry: _____ # Numeric Keystrokes/Hour	_____ # Alpha Keystrokes/Hour
	Computer Skills:		
	List certificates, licenses (including driver license or CDL endorsement) or professional achievements that would support your qualifications for employment:	List any additional skills, technical or professional knowledge that you feel would support your application:	
If you are applying for a position which requires a Commercial Driver License, provide Driver License Number here:			

List your previous four (4) employers whether or not they seem relevant to the position for which you are applying.

<b>Present or Last Employer</b>				
Name of Employer			Phone Number	
Address		City	State	Zip
Employment Dates (Month/Year) From		To	Salary	Hours per Week:
Title of Position			Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments				
Reason for leaving				

<b>Next Previous Employer</b>				
Name of Employer			Phone Number	
Address		City	State	Zip
Employment Dates (Month/Year) From		To	Salary	Hours per Week:
Title of Position			Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments				
Reason for leaving				

<b>Next Previous Employer</b>				
Name of Employer			Phone Number	
Address		City	State	Zip
Employment Dates (Month/Year) From		To	Salary	Hours per Week:
Title of Position			Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments				
Reason for leaving				

Next Previous Employer			
Name of Employer		Phone Number	
Address	City	State	Zip
Employment Dates (Month/Year) From		To	Salary
			Hours per Week:
Title of Position		Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments			
Reason for leaving			

U.S. MILITARY HISTORY			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
U.S. Military Branch	Entry Date	Discharge Date	Training or Specialty

References (Other than relatives or former supervisors; list three)			
Name/Occupation			Phone Number
Address	City	State	Zip
			Years Known
Name/Occupation			Phone Number
Address	City	State	Zip
			Years Known
Name/Occupation			Phone Number
Address	City	State	Zip
			Years Known

Conviction Record Status		
Have you ever been convicted of and/or plead guilty to a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you been convicted of and/or plead guilty to a misdemeanor within the past five years? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If you answered 'yes' to either question, please provide additional information such as the crime(s), date(s), court location, sentencing information, disposition of sentence, and rehabilitation completed. <b>Please note that a 'yes' answer to this question does not necessarily disqualify an applicant from employment with the Town.</b> The nature of the violation and all other appropriate circumstances will be considered. The Town reserves the right to reject individuals for employment based on job-related convictions.		
Date	County/State	Conviction/Explanation

I certify that the facts contained on this application are true and complete to the best of my knowledge. I understand that any misrepresentation is cause for voiding this application or termination of employment, if hired. I authorize investigation of any information provided on this application form. I also authorize investigation of my employment record and references, and release all parties from all liability for any damage that may result from furnishing same to you. I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time, subject to applicable federal, state and/or local rules and regulations and/or collective bargaining agreements. For positions subject to the federal Department of Transportation regulations regarding controlled substances and alcohol use testing (Part 382), I understand that as a condition for employment with the Town of Mount Pleasant, a pre-employment controlled substance test will be required and must be passed.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_