

HUMBOLDT WASTE MANAGEMENT AUTHORITY
1059 W. HAWTHORNE STREET
EUREKA, CA 95501
(707) 268-8680
www.hwma.net



EMPLOYMENT APPLICATION FOR: _____

THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT but is merely intended to evaluate suitability for employment. It is our policy to provide equal opportunity for employment to all qualified persons without discrimination on the basis of sex, race, color, religion, age, marital status, national origin, citizenship, disability, veteran status, or any other status protected under State or Federal law. For certain jobs with special needs, the Authority has a policy of requiring a physician's physical fitness exam, together with urine drug testing of persons who have been offered employment. Individuals who are determined by the physician not to be physically fit for duty, or who test positive for controlled substances, will not be employed. If you have reason to believe that you will not pass a physician's physical examination, or will test positive for the presence of controlled substances, or if you are unwilling to consent to such an examination or test if offered employment for a job requiring the examination and testing, it is recommended that you not submit an application.

PERSONAL INFORMATION				
1. Name (Last, First Middle)		2. Driver's License (State & Number)		
3. Address (street address)		4. Home Telephone Number	5. Alternate Phone Number	
(City, State, Zip)		6. E-mail address		
7. Are you capable of satisfactorily performing the essential job duties required of the position for which you are applying? <i>If no, list any functions you cannot perform under Item 17.</i>	Yes No	12. How many days of work have you missed in the last three years due to reasons other than paid holidays and vacation?	2020 _____ 2021 _____ 2022 _____	
8. If hired, can you furnish proof that you are over 18 years of age?	Yes No	13A. Do you have adequate transportation to/from work?	Yes No	
9. Have you previously worked for Humboldt Waste Management Authority? <i>If yes, in Item 17 list department, position and dates of employment.</i>	Yes No	13B. Do you have a valid Driver's License?		
10. Do you have any gaps in your employment history? <i>If yes, explain in Item 17 below.</i>	Yes No			
11. Have you ever been discharged or forced to resign from any job? <i>If yes, explain in Item 17 below.</i>	Yes No			
14. Are you prevented from lawfully becoming employed in this country because of visa or immigration status? (proof of citizenship or immigration status will be required upon employment)		Yes	No	
NOTE: Do not include minor traffic infractions, and convictions for which the record has been sealed or expunged, any conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, referrals to and participation in any pretrial or post trial diversion programs, and marijuana-related offenses that occurred over two years ago in answering these questions.				
15. Use this space to explain any of the above questions. Attach additional 8 ½" by 11" sheets if needed.				
EDUCATION				
School Level	Names and Location of School Attended	Graduated		Major Subject/Degree Received
		Yes	No	
High School				
College				
Other				

REFERENCES

Provide the names of three persons, not related to you, whom you have known at least one year.

Name	Address	Telephone #	Years Acquainted

PLEASE CHECK whether there is any issue(s)/incident(s) which occurred during your current or former employment that you think may impact HWMA's decision to hire you.

Yes. There is an issue(s)/incident(s) that may impact HWMA's hiring decision.

No. There is no issue(s)/incident(s) that may impact HWMA's hiring decision.

PLEASE TAKE NOTICE that if you do not disclose an issue/incident, and HWMA later discovers you did not disclose such issue, the HWMA MAY REJECT YOUR APPLICATION if the employer believes that the issue/incident should have been disclosed.

Please explain any issue below:

APPLICANT'S STATEMENT:

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I UNDERSTAND THAT HWMA MAY REJECT MY APPLICATION IF IT DISCOVERS AN ISSUE(S)/INCIDENT(S) WHICH OCCURRED DURING MY CURRENT OR FORMER EMPLOYMENT, AND I DID NOT DISCLOSE SUCH ON THIS JOB APPLICATION. I ALSO UNDERSTAND THAT ANY FALSE, INCOMPLETE, OR INCORRECT STATEMENTS MAY RESULT IN MY DISQUALIFICATION FROM THE APPLICATION PROCESS OR DISMISSAL FROM EMPLOYMENT WITH HWMA.

I UNDERSTAND AND ACKNOWLEDGE THAT, IF HIRED, MY EMPLOYMENT RELATIONSHIP WITH HWMA WOULD BE OF AN "AT-WILL" NATURE, WHICH MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND HWMA MAY DISCHARGE THE 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 CONDUCT UNLESS AN AUTHORIZED EXECUTIVE OF HWMA SPECIFICALLY ACKNOWLEDGES SUCH CHANGE IN WRITING.

Signature of Applicant (required):

Date:



JOB DESCRIPTION

Account Clerk I
Account Clerk II
Account Clerk II – Confidential Designation

JOB DESCRIPTION

SUMMARY

This is a full-time, non-exempt position with accounting and administrative responsibilities and requires contact with the public. This position assists the Director of Finance in the maintenance of the Authority's financial and payroll records. An Account Clerk II may be assigned confidential responsibilities related to sensitive employee information and contract negotiations.

SUPERVISION RECEIVED AND EXERCISED

The Account Clerk I and Account Clerk II report to the Director of Finance

TYPICAL DUTIES

Accounting Duties

- Gather data and prepare information related to vendor payments, customer statements, in accordance with fiscal policies and procedures established by the Authority.
- Provide review of scale house reports and cash handling activities.
- Create monthly accounts receivable (A/R) statements using Authority software.
- Enter data, age accounts, and process vendor and customer account adjustments in the Authority's accounting and waste management computer systems.
- Print and distribute vendor checks, reports, or other forms.
- Audit payables for accuracy and obtain authorizations from appropriate staff.
- Prepare and/or review semimonthly and annual payroll records and reports.
- Develop and implement division-oriented, clerical, and fiscal procedures and policies; maintain and organize purchasing, inventory, and budget records; analyze office methods, procedures, and forms and recommend methods for improvement.

Other Duties

- Answer and handle calls to the Main Business Office.
- Provide customer service & research customer questions.
- Prepare collection letters for delinquent accounts.
- Cover scale attendant shifts when needed.
- Assist with annual audit of the Authority's finances as directed.
- Perform other duties as assigned by the Director of Finance.

Account II Confidential (Only) Duties

The "Account II Confidential" designation is intended to provide an Account Clerk II with additional responsibilities and job duties, with a commensurate increase in pay. The confidential designation allows an Account Clerk II to work closely with all Authority management on matters

related to sensitive employee activity and communications of a confidential nature related to contract management. Typical confidential duties include:

- Assist the Executive Director and directors of Finance, Operations, and Environmental Health & Safety by handling and composing various types of correspondence.
- Demonstrate excellent administrative and organizational skills, including fast and accurate typing and dictation skills with a minimum of errors, and the ability to manage the Authority's digital and physical filing systems for retrieval of requested information in a timely and responsive manner.
- Due to the nature of sensitive information, maintain strict confidential information and all aspects of the job designated "Confidential" by the Director of Finance and the Executive Director.
- Collect and maintain confidential information related to financial data and personnel management.
- Perform confidential clerical tasks related to Human Resources and Financial activities based on Authority, State, and Federal rules and regulations.
- Handle mail and correspondence, and maintain confidential correspondences, reports, and other documentation related to Authority activity.
- Process all incoming and outgoing employee and new hire information and prepare reports and applications for new hires/retirees as needed, and provide finalized documents to the Director of Finance and/or Executive Director for review and approval.

QUALIFICATIONS

Knowledge of:

- Computer accounting and payroll procedures
- Modern office practices and procedures.
- Able to communicate effectively with the public.

Skill in:

- Following written and oral instructions.
- Operating a computer and other common office equipment.
- Creating intermediate level Excel, Word, and Adobe documents.
- Ability to keep financial records and perform varied clerical work.
- Accurately count cash.
- Ability to maintain confidences (required for confidential designation).
- Demonstrating excellent integrity and good moral character and initiative (required for confidential designation).
- Must have valid California drivers' license.

EXPERIENCE AND EDUCATION

Account Clerk I

- High School Diploma or GED.
- Minimum of two years' experience in general office and accounting procedures.
- Any combination of experience and education that could provide entry level knowledge of office and accounting procedures.

Account Clerk II

- High School Diploma or GED.
- College-level introductory and intermediate accounting classes.
- A minimum of three years' experience in computerized general accounting procedures and two years' experience preparing payrolls.
- Any combination of experience and education that could provide journey level knowledge of office and accounting procedures.

Confidential Designation

- All experience required for Account Clerk II, plus:
- A minimum of five years' experience in the Authority's Administrative Division, or the ability to demonstrate commensurate work related to those divisions.