

<b>Job Title:</b>	<b>Office Clerk</b>	<b>Job Category:</b>	<b>Clerical</b>
<b>Department/Group:</b>	<b>Click here to enter text.</b>	<b>Required Hours:</b>	<b>Monday – Thursday 12:00 – 5:00</b>
<b>Location:</b>	<b>301 S Grant Wagoner, OK</b>	<b>Travel Required:</b>	<b>Minimal</b>
<b>Level/Salary Range:</b>	<b>\$8 / Hour</b>	<b>Position Type:</b>	<b>Part Time</b>
<b>HR Contact:</b>	<b>Meredith Zehr (918)485-3414</b>	<b>Date posted:</b>	<b>November 13, 2015</b>
<b>Will Train Applicant(s):</b>	<b>Applicant will be required to have strong computer skills including, but not limited to: Excel, Word, Facebook.</b>  <b>Applicant will be trained in general office duties and website management.</b>	<b>Posting Expires:</b>	<b>November 20, 2015</b>
<b>Applications Accepted By:</b>			
<b>E-mail:</b> <b><a href="mailto:chamber@thecityofwagoner.org">chamber@thecityofwagoner.org</a></b> <b>Subject Line: Office Clerk Application</b> <b>Attention: Meredith Zehr</b>		<b>Mail:</b> <b>Wagoner Area Chamber of Commerce</b> <b>Attn: Meredith Zehr</b> <b>301 S Grant</b> <b>Wagoner, OK 74467</b>	
<b>Job Description</b>			
<b>Role and Responsibilities</b>  <b>We are searching for an individual that is highly self-motivated, friendly, outgoing, and has a passion to help our community grow and thrive. This position will require you to:</b>			

**Manage our webpage**

**Manage our Facebook page**

**Take phone calls and relay messages (verbal, written, and electronically)**

**Make regular calls to our members**

**Actively promote the chamber and city events**

**Actively promote chamber membership**

**Assist in booking events for the civic center**

**Maintain working relationships with various businesses, organizations, and community leaders.**

**Assist Executive Director in organizing meetings, creating agendas, maintaining financial records, and various other projects deemed necessary by the Executive Director or the Board of Directors.**

**Qualifications and Education Requirements**

**Applicant must have a high school diploma or GED and must be at least 18 years of age or older. Applicant must also:**

**Possess minimal accounting skills**

**Be prompt and reliable**

**Have strong organization skills**

**Have excellent email and phone etiquette**

**Be friendly and outgoing**

**Possess strong communication skills (verbal, written, and electronic)**

**Preferred Skills**

**Experience with community events or volunteer efforts.**

**Additional Notes (to be completed by staff personnel only)**

<b>Reviewed By:</b>		<b>Date:</b>	<b>Click here to enter a date.</b>
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# Employment Application

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: **Office Clerk (Part Time)**

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_