



SWIFT COUNTY ADMINISTRATION

Historic Courthouse
301 14th Street N
P.O. Box 288
Benson, MN 56215

November 21, 2016

Dear Applicant:

Thank you for your interest in the **Office Manager - Extension** position with Swift County. Enclosed is an application packet. First review of applications will occur on approximately December 13, 2016. All required application materials must be completed and returned to the Swift County Administrator's Office in person or can be mailed to the Swift County Administrator, PO Box 288, Benson, MN 56215, or emailed to jobs@co.swift.mn.us on or before **4:30 PM, Monday, December 12, 2016** (received NOT postmarked) to be considered during the first review. Position is open until filled. Faxed applications will not be accepted. Failure to complete and return all of the required application materials by this deadline will eliminate your application from further consideration for the position. Please be aware, your application will be rated for training, experience, and meeting all minimum requirements based on the information you provide on these forms.

It is necessary that all applications be uniform. Therefore, please follow the instructions below for each form contained in the application packet.

REQUIRED APPLICATION MATERIALS

Letter of Interest:	This is required in order to distinguish you from other candidates.
Resume:	This is required in addition to the Application.
Employment Application:	Each section of the application must be completed. If a section of the form does not apply to you, fill in "NA."
Veteran's Preference Declaration:	Complete this form if you are applying for Veteran's Preference Points. If you are not applying for the Veteran's Preference Points then sign the section of the form that states "I do not claim veteran's preference points".

Questions on the position should be directed to Janice Fransen, Interim County Administrator at (320) 314-8399. Please be sure to type or print all forms legibly and return all required application materials. Again, thank you for your interest in employment with Swift County.

Sincerely,

Janice Fransen
Interim Swift County Administrator

**Janice Fransen, Interim County Administrator • jan.fransen@co.swift.mn.us
Phone: (320) 314-8399 • Fax: (320) 843-2275**

Office Manager Swift County Extension Office

Swift County is recruiting a full-time Office Manager in the Extension Office. The position performs intermediate skilled administrative support work managing the day-to-day functions of the Extension Office; provides support to 4-H and related programs, and related work as apparent or assigned.

The County offers superior pay with an excellent benefit package; including; health, dental, life, and disability insurance available, paid-time-off, and PERA pension.

To be considered for the position, a Swift County Application, resume, and cover letter must be submitted. The application packet for the position can be downloaded from the Swift County website at <http://www.swiftcounty.com/jobs>.

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Swift County is an equal opportunity employer.

Office Manager-Extension

Dept/Div: *Extension*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled administrative support work managing the day-to-day functions of the Extension Office; provides support to 4-H and related programs, and related work as apparent or assigned. Work is performed under the general direction of the County Administrator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Manages day-to-day office functions; answers phones; greets and assists customers; maintains files.

Creates forms; prepares reports, spreadsheets, newsletters, flyers and brochures.

Prepares 4-H enrollment, IDs and fair packets; records 4-H fair activity; manages electronic reporting for all 4-H programs; oversees Master Gardener Program and Swift County Crop Improvement Association.

Tracks expenses, codes bills and coordinates purchase of office supplies and equipment.

Prepares payment vouchers, agendas, minutes and budget reports to the Extension Committee.

Trains and mentors new Extension staff in surrounding counties.

Assists in preparation of the annual budgets for Extension and 4-H Federation, as well as handling daily financial transactions for both entities.

Provide administrative support to the Swift County RDA Director including: greeting customers; filing; and assembling packets as needed.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; general knowledge of 4-H practices and procedures; general knowledge of billing invoice, expense vouchers, budget reporting; comprehensive skill preparing flyers and brochures; comprehensive skill operating standard office computer equipment and applicable hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; thorough ability to establish and maintain working relationships with elected officials, associates and community members.

Education and Experience

High school diploma or GED and moderate experience providing office support and customer service, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring

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devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions and exposure to livestock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the State of Minnesota.

Last Revised: 2/19/2014 (11/3/2016)



Swift County Application for Employment

Date of Application: _____

Position Applied for: _____

Name: _____
(Last) (First) (Middle)

Address: _____

City: _____ State: _____ Zip: _____

Phone Numbers - Home: _____ Work: _____

E-mail Address: _____

Educational Background

High School Graduate? Yes ____ No ____

Post High School Education/Training:

School or Program	Address	Dates Attended	Degree

Current Licenses or Certificates held that would be applicable to the position for which you are applying:

Work Experience

Current/Most Recent Employer: _____

Address: _____ Telephone: _____

Position: _____ Employed from: _____ to _____

Supervisor: _____ Supervisor's email _____

May we contact this person? _____ Salary - Starting: _____ Ending: _____

Duties and responsibilities: _____

Current/Most Recent Employer: _____

Address: _____ Telephone: _____

Position: _____ Employed from: _____ to _____

Supervisor: _____ Supervisor's email _____

May we contact this person? _____ Salary - Starting: _____ Ending: _____

Duties and responsibilities: _____

Current/Most Recent Employer: _____

Address: _____ Telephone: _____

Position: _____ Employed from: _____ to _____

Supervisor: _____ Supervisor's email _____

May we contact this person? _____ Salary - Starting: _____ Ending: _____

Duties and responsibilities: _____

Other Information:	Yes	No
Do you have a Social Security number?		
Can you legally accept permanent employment in the United States?		
Are you over the age of 18? If not, state your date of birth: _____		
Are you currently employed?		
Are you available to work full-time?		
Are you available to work part-time?		
Can you travel if your job requires it?		
Is adequate transportation available so you can get to work on time every day?		
Have you ever been bonded on a job?		
Is there any reason why you cannot be at work on time every day? If yes, why? _____		
Have you been convicted of a felony within the last 7 years? If yes, please explain: _____		
On what date would you be available to start? _____		

Other Training or Experience - Summarize special job related skills and qualifications:

References:

1) _____ (Name) _____ (Phone)
 _____ (Complete Mailing Address)

2) _____ (Name) _____ (Phone)
 _____ (Complete Mailing Address)

3) _____ (Name) _____ (Phone)
 _____ (Complete Mailing Address)

IMPORTANT INFORMATION FOR APPLICANTS FOR EMPLOYMENT WITH SWIFT COUNTY

In accordance with the Minnesota Government Data Practices Act, Swift County (the "County") is required to inform you of your rights as they pertain to private data collected from you. Private data is that information which is available to you, but not to the public. Some personal information we collect about you is private.

Minnesota Statutes 13.01 to 13.87, Government Data Practices, requires that you be informed that the following personal information which you are asked to provide on this Employment Application is considered private data:

- 1. Name (becomes public when certified as a "finalist")
- 2. Home Address
- 3. Home Phone number
- 4. Age group

We ask this information for the following reasons:

- 1. To distinguish you from all other applicants and identify you in our personnel files.
- 2. To help us to be sure that you are the individual who makes the application.
- 3. To help us to contact you when more information is required, when we send you notices, and/or when we schedule you for interviews.
- 4. To see if you meet the minimum age requirements (if any).
- 5. To conduct proper background investigations needed when applying for a position.
- 6. To determine whether or not any conviction record may be a job-related consideration affecting your suitability for the position you applied for.
- 7. To enable us to ensure your rights to equal opportunities.
- 8. To meet federal and state reporting requirements.

Data supplied by you may be used for such purposes as may be determined to be necessary in the administration of personnel in the County and in the administration of personnel policies, rules, and regulations.

Private data is available only to you and to other persons in the County who have a justified need for the data. Public data is available to anyone requesting it and consists of all data furnished in the employment process which is not designated in this notice as private data.

Names of applicants remain private except when certified as eligible for appointment to a vacancy or when applicants are considered by the County to be finalists for a position. "Finalist" means a person who is selected to be given an interview as a final step prior to selection.

By my signature below, I certify that I have read (or had read to me) the information printed above and understand its meaning. I certify that answers given herein are true and complete to the best of my knowledge.

Unless otherwise indicated above, the County is hereby authorized to contact my former employers for information concerning my employment, ability, experience, and behavior on the job.

I understand that nothing in this employment application is intended to lead to or create an employment contract between the County and myself.

In the event of employment, I understand that false or misleading information given in my application or interview(s) will likely result in discharge. I also understand that I am required to abide by all rules and regulations of the County.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

For County Use Only	
Arrange Interview? <input type="checkbox"/> Yes	<input type="checkbox"/> No
Interviewer: _____	Date of Interview: _____
Remarks: _____	
Employed? <input type="checkbox"/> Yes	<input type="checkbox"/> No Date Employed: _____ Hourly Rate/Salary: _____
Position: _____	Department: _____
By: _____	Date: _____
(Name & Title)	

