

City of Ruidoso Downs Application Requirements

The City of Ruidoso Downs appreciates your interest in a position with our City. Please take a few minutes to read the following requirements of our application process.

1. Please fill out the application completely including your signature and driver's license number.
2. The job description must be signed and returned with the application.
3. You may attach a personal resume, or other information for consideration, however the City application must be completed and turned into Personnel to be considered for any positions available.

All applications for positions of Law Enforcement Officer, Law Enforcement Communication Operator, or other Public Safety Position with the City of Ruidoso Downs must provide a complete Personal History Statement, Personal Integrity Questionnaire, Disclosure Affidavit, Authorization to Release Personal Information along with three letters of reference and the City application to be considered.

The City of Ruidoso Downs appreciates your application and should you require any assistance or need answers to your questions, please do not hesitate to contact the Personnel Department at 575-378-4422, Monday through Friday, 8 a.m. to 5 p.m., 123 Downs Drive, Ruidoso Downs, New Mexico 88346.



Application for Employment

PLEASE PRINT

Equal access to programs, services and employment is available to all persons. Those applications requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position applied for _____ Date of application ____/____/____

Referral Source Advertisement Employee Relative Government Employment Agency
 Walk-in Private Employment Agency Other _____

Name _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP CODE

Telephone # (____) _____ Cell # (____) _____ E-mail Address _____

Driver's license number _____ State _____

If you are under 18 and it is required, can you furnish a work permit? Yes No
If no, please explain _____

Have you submitted an application here before? Yes No
If yes, give date(s) and position(s) _____

Have you ever been employed here before? Yes No
If yes, give date(s) and position(s) _____

Are you legally eligible for employment in this country? Yes No
Date available for work ____/____/____ What is your desired salary range? \$ _____

Type of employment desired Full-Time Part-Time Temporary Seasonal Educational Co-Op

Will you relocate if job requires it? Yes No Will you travel if job requires it? Yes No

Are you able to meet the attendance requirements of the position? Yes No

Will you work overtime if required? Yes No
If no, please explain _____

Employment History

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary.) Explain any gaps in employment in comments section below.

EMPLOYER		DATES EMPLOYED		SUMMARIZE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITY
TELEPHONE # ()		FROM	TO	
ADDRESS				
STARTING JOB TITLE/FINAL JOB TITLE		HOURLY RATE/SALARY STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY RATE/SALARY FINAL		
		\$	PER	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
EMPLOYER		DATES EMPLOYED		
TELEPHONE # ()		FROM	TO	
ADDRESS				
STARTING JOB TITLE/FINAL JOB TITLE		HOURLY RATE/SALARY STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY RATE/SALARY FINAL		
		\$	PER	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
EMPLOYER		DATES EMPLOYED		SUMMARIZE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITY
TELEPHONE # ()		FROM	TO	
ADDRESS				
STARTING JOB TITLE/FINAL JOB TITLE		HOURLY RATE/SALARY STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY RATE/SALARY FINAL		
		\$	PER	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
EMPLOYER		DATES EMPLOYED		
TELEPHONE # ()		FROM	TO	
ADDRESS				
STARTING JOB TITLE/FINAL JOB TITLE		HOURLY RATE/SALARY STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY RATE/SALARY FINAL		
		\$	PER	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				

Comments INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

Educational Background

A. List last three (3) schools attended starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank E. Major field of study. F. Minor field of study (if applicable.)

A. SCHOOL	B. NUMBER OF YEARS COMPLETED	C. DEGREE DIPLOMA	D. GPA CLASS RANK	E. MAJOR	F. MINOR

References

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

NAME	TELEPHONE	NUMBER OF YEARS KNOWN

Additional Information

List professional, trade, business or civic associations and any offices held.

EXCLUDE MEMBERSHIPS THAT WOULD REVEAL RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, VETERAN/RESERVE, NATIONAL GUARD OR ANY OTHER SIMILARLY PROTECTED STATUS.

ORGANIZATION	OFFICES HELD

List special accomplishments, publications, awards, etc.

EXCLUDE MEMBERSHIPS THAT WOULD REVEAL RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, VETERAN/RESERVE, NATIONAL GUARD OR ANY OTHER SIMILARLY PROTECTED STATUS.

List any additional information you would like us to consider.

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer’s service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Mayor.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date ____/____/____

**CITY OF RUIDOSO DOWNS
P. O. BOX 348
123 DOWNS DRIVE
RUIDOSO DOWNS, NM 88346**

AN EQUAL OPPORTUNITY EMPLOYER

City of Ruidoso Downs

Finance Clerk

February 11, 2019
Revised May 23, 2022

Reports To: Finance Director

Definition: Under general direction, this position is responsible for assisting the Finance Director of the City of Ruidoso Downs. Non-Exempt FLSA.

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. The list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in the classification.

Essential Job Functions:

- Assists Finance Director with the budget.
- Settles all accounts payable owed by the City of Ruidoso Downs.
- Resolve discrepancies with invoices and purchase orders.
- Resolve discrepancies with vendors.
- Data entry of purchase orders.
- Process invoices for payments.
- Balance monthly vendor statements.
- File all accounts payable documents.
- Provide back up for utility/cashier receptionist.
- Order office supplies.
- Process travel per diem/mileage.
- Pick up mail from post office, open, and distribute.
- Take deposits to bank.
- Verifies daily deposits and log in to Deposit Log.
- Issues Purchase Order numbers.
- Prepare accounts payable reports.
- Prepare IRS 1099's, W9's, and non-taxable certificate forms to vendors.
- Issues monthly blanket purchase orders.
- Provides backup for telephone receptionist.
- Maintains capital asset listing.
- Performs other related duties as needed or assigned.

Knowledge, Skills, and Other Characteristics:

- Must maintain a high level of computer abilities and keep up with changing technology.
- Completes personal timesheet accurately and timely. Ensures time is reported based on actual time worked.
- Adheres to safety practices and standards, attends safety meetings and trainings.
- Ensures excellent customer service.
- Responsible for ensuring a productive and positive work environment.
- Demonstrate continuous efforts to improve operations streamline work processes and work cooperatively and jointly with customers, other staff, vendors, etc.

Other Qualifications:

- Excellent communication and organizational skills required.
- One year of experience with government accounts payable, preferred.
- Minimum of two years' experience as a cashier, or with handling money, preferred.
- Typing at 50 wpm on computer.
- 10 key calculator by touch.
- Basic office, computer and bookkeeping skills.
- High school diploma or GED.
- Valid New Mexico driver's license.
- Possess demonstrated ability of personal computer operations within a Windows Microsoft environment, including Word, Excel, Outlook, and Caselle.
- Must be detailed oriented.
- Must obtain Chief Procurement Officer Certification within one year from date of hire.
- Must be creative and possess clear ability for logical thinking with a collaborative and flexible approach.
- Knowledge of City of Ruidoso Downs' policies and procedures.
- Ability to communicate effectively with all levels of employees and management, both orally and in writing using correct business English, including spelling, grammar, and punctuation.
- Ability to handle and prioritize a variety of assignments and meet deadlines.
- Ability to understand and carry out instructions and procedures with minimal supervision.
- Ability to perform routine mathematical calculations such as addition, subtraction, multiplication, and division.
- Must be able to use standard office equipment.
- Must be able to pass criminal history checks.
- Must be willing to take and pass a drug/alcohol test and comply with City of Ruidoso Downs "Drug Free" Policy.
- Knowledge of principles and practices of bookkeeping/accounting.
- Knowledge of automated accounts payable system.
- Knowledge of governmental purchasing practices, preferred.
- Ability to prepare accurate reports.
- Ability to file accurately.
- Ability to operate a multi-line telephone system.

Physical Demands

- Ability to maintain physical condition and stamina appropriate to the performance of assigned duties and responsibilities which may include sitting, standing, or walking for extended periods of time, driving or riding in vehicles.
- The usual requirement in an office environment may require lifting boxes of supplies, equipment, and occasional adjustment of office furniture.
- Occasional pushing, pulling, lifting and/or moving up to 25 pounds.
- Occasional bending or squatting required.
- Frequently required to sit, talk, hear, walk, use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms.

Work Environment

- Possess ability to adapt to inclement weather conditions and/or situations.
- Ability to drive, occasionally long distances.
- Noise level could be moderate to loud in work environment.
- Ability to work in stressful environment and deal effectively with stress.

Travel Requirements

- Limited travel-occasional ability to travel for activities such as meetings, classes and workshops in and out of the area.
- Overnight travel as required.

This job description is subject to change as the needs of the City and Department change or the requirements of this position change.

EMPLOYEE DECLARATION

I have reviewed and understand the job functions of this position and state that I can perform these functions without accommodations. _____ YES _____ NO.

Signature

Date

Note: Employees must sign the job description on the front page, the last page and initial all pages in-between.