

## **Hiring for Vehicle Registration/Title Clerk for the Tax Assessors office.**

A Vehicle Registration Clerk is responsible for processing vehicle registration and title transactions, maintaining accurate records, and assisting customers with inquiries. Duties include verifying vehicle information, ensuring compliance with state and federal regulations, and assisting customers with questions about titles, registrations, and related fees.

Answering the telephone; assisting customers with questions and providing fee estimates for title transactions and registrations. Will be trained on the state RTS (registration/title system)

Must be computer literate and able to operate office equipment (copies, scanner, phone, printer, shredder) Familiar with Word and Excel is a plus.

Good written and spoken communication and ability to communicate with all levels of employees and customers. Assist Administrative Assistant to Sheriff with varies duties.

Ability to multitask.

Must have patience!

Confidentiality is a must!

Physical demands: Must be able to occasionally bend, stoop, squat and reach overhead. Some lifting 10 lbs. up to 20 lbs.

Qualification: Minimum High School Diploma

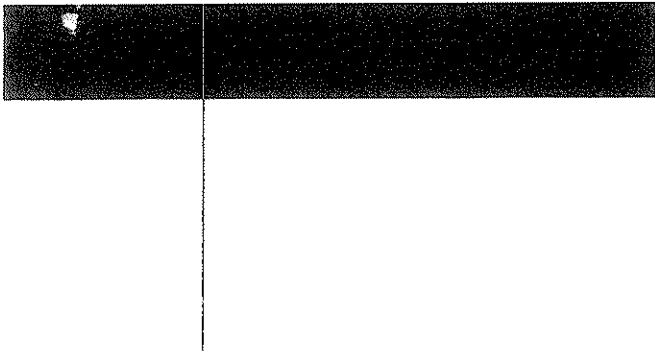
Drug test and Background check required.

Insurance Benefits.

Regular work schedule is Monday-Friday: 8:30-5:00

Email your application and resume to: [karen.spoons@conchosherriff.com](mailto:karen.spoons@conchosherriff.com) or

Drop off at Sheriff's office in Eden or Paint Rock Courthouse.



# **CONCHO COUNTY EMPLOYMENT APPLICATION**

**Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or handicap. The information requested will not be used to discriminate against any qualified applicant or employee.**

**CONCHO COUNTY**  
An Equal Opportunity Employer

**Be sure that the Treasurer's Office/Human Resources Department receives your completed application.**

INSTRUCTIONS: All applications for employment with Concho County must be made on this form. Consider each question carefully. YOU MUST ANSWER ALL QUESTIONS. If a question is not applicable, enter "N/A". Please print legibly. Resumes will be accepted as additional information, but not in place of a completed application.

Name: Last	First	Initial	Social Security Number:
Position Desired:			Today's Date: (mm/dd/yyyy)
Street Address:		City	State Zip
Phone Number: Area Code Number	Driver's License Number: State Number <small>(If job you're applying for requires one)</small>		
<p>YES NO Please attach additional information, if needed, to answer details of the following questions.</p> <p><input type="checkbox"/> <input type="checkbox"/> Can you submit proof of age, if hired? All applicants must be at least 18 years of age (21 if applying for a deputy sheriff position).</p> <p><input type="checkbox"/> <input type="checkbox"/> Have you ever been convicted of a felony? If YES, give details: _____</p> <p><input type="checkbox"/> <input type="checkbox"/> Are you legally eligible to work in the U.S.? (Verification will be required if hired).</p> <p><input type="checkbox"/> <input type="checkbox"/> Are you related by blood or marriage to any CONCHO COUNTY employee/official? If YES, give name and relationship: _____</p> <p><input type="checkbox"/> <input type="checkbox"/> Have you previously been employed by Concho County? If YES, answer the following: When: _____ Position: _____ Reason for leaving: _____</p> <p><input type="checkbox"/> <input type="checkbox"/> Are you currently employed? May we contact your current employer? _____</p> <p><input type="checkbox"/> <input type="checkbox"/> Have you made an application before? If YES, when: _____</p> <p>Date available to begin work: _____ Starting salary desired: _____</p>			

**EDUCATION**

	Name and Location	Major Subject(s)	No. of Years Completed	DIPLOMA Degree
High School				
College				
College				
Graduate School				
Other (Trade, business, or professional school):				
Other course work applicable to this type of work:				

**U.S. MILITARY SERVICE**

Number of years served:	Branch of Service:	Rank at discharge:
Duties:		
<p>YES NO</p> <p><input type="checkbox"/> <input type="checkbox"/> Are you a member of the National Guard or Reserve? <input type="checkbox"/> Active <input type="checkbox"/> Inactive</p> <p><input type="checkbox"/> <input type="checkbox"/> Do you anticipate any active duty, including reserve training, in the future?</p>		

Start with your present or most recent job (including military service). Provide employer information for the last 10 years and any other work history you feel is relevant. Attach additional sheets, or extra copies of this page, if necessary.

**PREVIOUS EMPLOYMENT**

(1) Present or most recent employer		Phone	Area Code	Number
		Number:		
Address:		City		State Zip
Job Title:		Supervisor's Name		
Dates Employed:		Starting	Ending	
From:	To:	Salary:	Salary:	
Reason for leaving:				
Your duties:				

(2) Previous employer		Phone	Area Code	Number
		Number:		
Address:		City		State Zip
Job Title:		Supervisor's Name:		
Dates Employed:		Starting	Final	
From:	To:	Salary:	Salary:	
Reason for leaving:				
Your duties:				

(3) Previous employer		Phone	Area Code	Number
		Number:		
Address:		City		State Zip
Job Title:		Supervisor's Name:		
Dates Employed:		Starting	Final	
From:	To:	Salary:	Salary:	
Reason for leaving:				
Your duties:				

**LICENSES / EQUIPMENT / MACHINES OPERATED** *Attach additional sheets if necessary.*

Computers, Office Equipment:		Typing (wpm):
Licenses (CDL, electrician, etc.):		
Heavy / light equip., machinery:		
Mechanical, repair experience:		
Special skills / training (welding, etc.):		
Other:		

**PRE-EMPLOYMENT STATEMENT** *Please read the following carefully, then sign and date where indicated:*

I authorize Concho County to make any inquiries they desire regarding my education, employment, ability, habits, and personal character for the purpose of determining my fitness for employment. I also authorize previous employers or any other persons to whom the county may refer to give any and all information regarding my employment or scholastic record together with any information personal or otherwise and I hereby release such persons and any companies they represent from all liability or any damages whatsoever in connection with their compliance. I understand that misrepresentation or omission of any fact or circumstance called for in this application which would affect my application unfavorably or receipt of unsatisfactory references will be sufficient cause for termination without liability. This application is not an employment contract and is not intended to create contractual obligations of any kind. Neither the county nor its employees are bound to continue the employment relationship if either chooses at its will to end the relationship at any time. All employment is at will and the relationship cannot be modified unless in writing.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## References

*Please list three professional references.*

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

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

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

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

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

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

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

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

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

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

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

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

# CONCHO COUNTY

## Voluntary EEO Self-Identification Form

In an effort to comply with requirements regarding government record keeping, reporting, and other legal obligations which may apply, we invite you to complete this Voluntary EEO Self-Identification form. Providing this information is strictly voluntary. Failure to provide it will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

Name	Date
Position	
Department	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Ethnicity: (Check all that apply)  <input type="checkbox"/> <b>Asian/Pacific Islander</b> All persons having origins in any of the original peoples of the Far East, Indian Subcontinent, Southeast Asia or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.  <input type="checkbox"/> <b>Black</b> All persons having origins in any of the black racial groups of Africa.  <input type="checkbox"/> <b>Hispanic</b> All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture/origin, regardless of race.  <input type="checkbox"/> <b>American Indian/Alaskan</b> All persons having origins in any of the original peoples of North America.  <input type="checkbox"/> <b>White</b> All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.	