

Applicant # 5004
For Office Use Only

City of Rochester Hills, 1000 Rochester Hills Drive, Rochester Hills, MI 48309-3033

EMPLOYMENT APPLICATION

Instructions: Complete all information requested. Additional pages may be attached and a resume may be provided. Please provide all proofs of education and/or certifications required in the job posting

Position Applied For CITY CLERK Date of Application _____

Name LESLIE MARY JANE
(last) (first) (middle)

Address 1123 MARQUETTE CT. ROCHESTER HILLS MI 48307
(street) (city) (state) (zip)

Telephone 248-651-9699 248-844-2461 Social Security # [REDACTED]
(home) (other)

SOURCE OF REFERENCE: Check all that apply.

- City of Rochester Hills Website Professional Organization Website (specify) _____
- Other Website (specify) _____ Professional Publication (specify) _____
- Cable Television City Water Bill Advertisement City Job Hotline Friend/City Employee School Job Posting
- Newspaper: Detroit News/Free Press Observer/Eccentric Oakland Press Other (specify) _____
- Other Source (specify) _____

List any relatives who are elected officials, appointees, or employees of the City:
Name _____ Relationship _____

Are you willing to work: Full-Time Part-Time Temporary Seasonal

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever been employed by the City? Yes No If yes, provide dates 1981 - CURRENT

Can you provide proof of eligibility for employment in the United States? Yes No

MILITARY SERVICE

Are you a Veteran of the Armed Forces of the United States? Yes No If yes, Branch of Service _____

Dates of Duty: From _____ To _____

Date of Discharge: _____ Did you receive a dishonorable discharge? Yes No

Have you been ticketed for any traffic offenses within the last 5 years (excluding parking tickets)? Yes No
If yes, complete the following:

Date	Offense	Place	Disposition (e.g., paid fine)

Have you been convicted of a crime, other than minor traffic violations, within the last 10 years (excluding juvenile records)? Yes No
Are there any felony charges pending against you? Yes No

If yes, complete the following:

Date	Offense	Place	Disposition (e.g., paid fine)

Note: Depending upon the position applied for, conviction of a felony, moving traffic violations and/or dishonorable discharge from the military may or may not be an automatic bar to employment. All circumstances will be considered.

RECEIVED

MAR 14 2005

HUMAN RESOURCES DEPARTMENT

EDUCATION: If degree not yet attained, provide requested information relative to your course of study.

Type of School	School Name and Location	Degree/Certificates Received*	Dates of Attendance	Major	Applicable Course Work	# Credit Hrs. Completed
Have you received your High School Diploma/GED Certificate? __ Yes __ No	ROCHESTER HIGH SCHOOL 1806 LIVERNOIS ROCHESTER HILLS MI 48307				COLLEGE PREPARATORY	
College/University (Undergraduate)	CARLAND COMMUNITY COLLEGE AUBURN HILLS					42
College/University (Graduate)						
Other (specify)						

*If still in school, also include anticipated date of graduation: _____

Name under which your transcript was issued if different from name shown on application. _____

Do you possess professional licenses, certificates, or registrations? Yes No

If yes, complete the following:

Title/Type: _____ Number: _____
 Issued by: _____ Date Received: _____ Expiration date: _____

Title/Type: _____ Number: _____
 Issued by: _____ Date Received: _____ Expiration date: _____

Do you have a Commercial Driver's License? Yes No If yes, CDL Type _____

SKILLS:

Computer Skills:

- Keyboarding (___ words/minute) Word Processing Spreadsheet Database Presentation Software
 Internet/Intranet JDEdwards Equalizer CAD GIS

Clerical Skills:

- Shorthand (___ words/minute) Transcription Calculator

Equipment Operation Skills:

- Excavator Loader/Backhoe Road Grader Vector Jet Truck Fork Lift Dump Truck
 Powered Hand Tools (specify) _____

Other equipment skilled in operating: _____

Other job-related skills, qualifications, and training acquired from employment or other experience: _____

CERTIFIED MUNICIPAL CLERK CERTIFICATION - APPLIED FOR 3/4/05 - COMPLETED 3YR PROGRAM THROUGH MSU-MUNICIPAL CLERKS INSTITUTE FOR QUALIFICATION
 CERTIFIED ELECTION INSPECTOR TRAINER CONTINUOUS TRAINING TO MAINTAIN CERTIFICATION WITH MICHIGAN DEPARTMENT OF STATE BUREAU OF ELECTIONS
 PHASE ONE - PARLIAMENTARY PROCEDURE

EMPLOYMENT HISTORY

List all positions held within the last ten years including full-time, part-time and volunteer work. List your present or most recent position first, listing every promotion as a new job. Additional pages may be attached and a resume may be included. **All information must be completed.**

Employer City of Rochester Hills Phone (248) 656-4630
Address 1000 ROCHESTER HILLS DR. City ROCHESTER HILLS State MI Zip 48309
Supervisor's Name & Title BEVERLY A. JASINSKI, CITY CLERK
Your Job Title DEPUTY CLERK
Your Duties SUPERVISE/MANAGE DAILY OPERATIONS OF CLERK'S OFFICE - ELECTION PROCESS
FREEDOM OF INFORMATION REQUEST COORDINATOR CLASS C LIQUOR LICENSE
APPLICATION PROCESS ACT ON BEHALF OF CLERK IN CLERK'S ABSENCE
Reason for Leaving SEEKING APPOINTMENT TO CITY CLERK
Name you were employed under if different from name shown on application -
FROM: 1 - 12 - 1981 TO: CURRENT
month day year month day year
No. hours per week 40⁺ Starting Salary Hourly Last Salary \$10,000

Employer _____ Phone () _____
Address _____ City _____ State _____ Zip _____
Supervisor's Name & Title _____
Your Job Title _____
Your Duties _____
Reason for Leaving _____
Name you were employed under if different from name shown on application _____
FROM: _____ TO: _____
month day year month day year
No. hours per week _____ Starting Salary _____ Last Salary _____

Employer _____ Phone () _____
Address _____ City _____ State _____ Zip _____
Supervisor's Name & Title _____
Your Job Title _____
Your Duties _____
Reason for Leaving _____
Name you were employed under if different from name shown on application _____
FROM: _____ TO: _____
month day year month day year
No. hours per week _____ Starting Salary _____ Last Salary _____

Employer _____ Phone () _____
Address _____ City _____ State _____ Zip _____
Supervisor's Name & Title _____
Your Job Title _____
Your Duties _____
Reason for Leaving _____
Name you were employed under if different from name shown on application _____
FROM: _____ TO: _____
month day year month day year
No. hours per week _____ Starting Salary _____ Last Salary _____

Have you ever been **dismissed** from or asked to **resign** from any employment position? Yes No

If yes, please explain: _____

APPLICANT STATEMENT

- 1) If selected for employment, the following prescribed conditions must be met before such employment offer is considered final. All persons who receive an offer of employment by the City of Rochester Hills must take and pass a medical examination that may include drug and alcohol testing from a City appointed physician at no cost to them. The medical examination must be scheduled and taken prior to the first day of work. Candidates must provide original documents establishing their employment eligibility as required under the Immigration Reform and Control Act of 1986. An investigation of past employment references and other background information will be conducted. Full-time employees must satisfactorily complete a six month probationary period, subject to extension. Applicants for full-time fire fighter positions serve a one year probationary period. **Acceptance of an offer of employment does not create a contractual obligation upon the City to continue employment in the future.**
- 2) Applications for employment will only be accepted for current vacancies. Applications will be retained on file for a minimum of one year. A resume may be attached but is not considered a substitute for the completion of this application or any portion herein.
- 3) I understand that by completing this application there is no guarantee of a job interview or a job offer. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the City. I also understand that nothing in this employment application, in the City's statements or personnel guidelines or in my communications with any City official or representative is intended to create an employment contract between the City and me. Additionally, I understand that if an employment relationship is established, I have the right to terminate my employment at any time. I also understand that the City retains the right to terminate my employment at any time. **Further, I understand that the City has the right to modify its policies at any time.**
- 4) Michigan Law prohibits discrimination in employment based on religion, race, color, national origin, age, gender, marital status, arrest record, height, weight, or disability. State and Federal Law requires the City to make reasonable accommodation to disabled applicants and employees where the accommodation does not impose an undue hardship on the City. Michigan Law provides that employees and applicants may request an accommodation of their disability by notifying the City in writing of the need for accommodation within 182 days of the date the individual knows or should know that an accommodation is needed.
- 5) I agree that my complete record as an employee including information as to my ability and performance and the cause of my leaving the City of Rochester Hills may be given to any prospective employer with whom I may hereafter seek employment and I hereby release the City, its elected and appointed officials, employees, attorneys, assigns, agents, and successors from any and all liability for damages of any nature by reason of the furnishing of such information.
I hereby waive written notice from my employer and from any of my former employers regarding the disclosure of disciplinary reports, letters of reprimand, or other notices of disciplinary action contained in my personnel records. This waiver is made pursuant to the Bullard-Plawecki Employee Right-To-Know Act.
- 6) **I certify that I can and will, upon request, substantiate all statements made by me on this application, that such statements are true, complete and correct to the best of my knowledge. I understand that a false statement, dishonest answer, misrepresentation or omission to any question will be sufficient for rejection of my application, removal of my name from consideration for a position or my immediate discharge should such falsifications or misrepresentations be discovered after I am employed.**

I understand, acknowledge, and hereby consent to each of the above statements and conditions.

Applicant's Signature Mary Jane DeLia Date 3/11/05

THE CITY OF ROCHESTER HILLS IS AN EQUAL OPPORTUNITY EMPLOYER

Mary Jane Leslie
1123 Marquette Ct.
Rochester Hills, MI 48307

March 11, 2005

Rochester Hills City Council
1000 Rochester Hills Drive
Rochester Hills, MI 48309

Dear President Hill and Council Members:

In accordance with the City Clerk job posting, I have enclosed my resume for your review.

My professional background reflects twenty-four years' experience in the Clerk's Office. I have held various positions in the Clerk's Office, advancing to my current position of Deputy Clerk. My years in the Clerk's Office have provided extensive training related to the responsibilities of the City Clerk. I have learned a great deal as to operations of the city and the Clerk's Office. The strengths I bring to the City Clerk's position are leadership, adaptability, cooperation, along with a comprehensive knowledge of our City Charter, ordinances, federal and state laws, the community, and operations of the city.

The Clerk's Office has maintained a high level of professionalism and customer satisfaction through training, cross training, and development of procedures that assure good customer service. I have had an integral part in working with staff and other departments to develop systems for data maintenance, improving service delivery and technological changes providing professionalism and good customer service. My previous accomplishments with the city demonstrate that I have strong communication skills and the ability to work with people at all levels of responsibility. I am well prepared to handle the challenges and responsibilities of City Clerk.

Thank you for this opportunity to be considered as a candidate for City Clerk.

Sincerely,

A handwritten signature in cursive script that reads "Mary Jane Leslie".

Mary Jane Leslie, Deputy Clerk

Mary Jane Leslie
1123 Marquette Ct.
Rochester Hills, MI 48307
248-651-9699 (H)
248-841-2461 (W)

Career Objective: City Clerk of Rochester Hills

Professional Summary

Twenty-four years experience in the Clerk's Office, the past ten years serving as Deputy Clerk. Qualified as Certified Municipal Clerk. A solid history of excellent work relationships, both with the public and internal personnel. High initiative and energy with a strong work ethic, ability to exercise independent judgment in a team oriented atmosphere. Excellent managerial and communication skills.

Employment History

1994-Present: Deputy Clerk

Assisting the City Clerk with planning, budgeting and development for departmental operations. City Charter, state and federal laws guide activities.

- Act on behalf of Clerk in Clerk's absence
- Supervise daily operations of Clerk's Department staff whose duties include:
Customer Service – telephone, counter
Records Management – filing, storage, retrieval and recording of documents
Vital Statistics – birth and death records
Passport Applications
Mail
Voter Registration – applications, maintenance of Qualified Voter File, all notices to voters
- Election Process:
Coordinate Election Commission responsibilities for appointments of election inspectors; setting precinct boundaries
Supervise scheduling, training election inspectors
Prepare and publish legal notices
Coding, testing and ballot preparation as well as election equipment set-up
Absent voter ballot process
Supervise Election Day activities of precincts and office staff
- Coordinate Freedom of Information Act request process
- Coordinate Class C liquor licensing application process
- Advise and assist staff in developing departmental procedures
- Cross-train departmental staff

Mary Jane Leslie

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- Work within procurement process for departmental purchasing (i.e. Clerk, Election, Council, and Cemetery) using the JDEdwards software system

1987-1994: Office Coordinator

Voter registration and election preparation as primary activities

- Train staff and election inspectors
- Coordinate Clerk's staff activities
- Cross train staff in daily operations of department

1984 – 1987: Clerk III (Election Clerk)

- Voter Registration
- Vital Statistics
- Customer Service

1982 – 1984: Clerk II

- Customer Service
- Permits
- Assist voter registration/election process

1981 – 1982: Clerk I

- Customer Service
- Permits
- Assist voter registration/election process

1981 – 1981: Clerk I

- Customer Service-main telephone, reception
- Permits – Building Department

Educational background

2005 – Applied for Certified Municipal Clerk designation

2002 – Certified Election Inspector Trainer

2002 – Qualified for Certified Municipal Clerk

1992 – 2001 attended Oakland Community College – GPA 3.7. Coursework designed to advance to Public Administration degree through Oakland University.

1988 – 1989 Michigan Municipal Clerks Institute – training toward Certified Municipal Clerk designation

Election training through Michigan Department of State/Elections Bureau on a biennial basis since 1988 and various additional seminars applicable to office operations.

References: Furnished upon request