

AN OPPORTUNITY FOR YOU - Barton County wants to hire people who exhibit professionalism, good judgment and a commitment to serving the public. In an effort to find these people, Barton County has expanded advertising and hiring procedures.

- Public Advertising in the Great Bend Tribune.
- Notice in the Courthouse.
- Notice on the County Website.
- In-House Notification.
- Trade Magazines.

WHERE TO APPLY - Once you learn of an employment opportunity with the County that suits you, an application must be submitted. Applications are available on this site or in the Barton County Administrator's Office, 1400 Main – Room 107, Great Bend, Kansas. You can download an application, stop by the office to pick up an application or call toll free at 1-877-419-7171 to have one mailed.

OUR PROCEDURE - The County has an established procedure for handling applications. Rules that must be followed – by both the applicant and the County – include:

- Applications will only be accepted during an open application period. Should the County receive an application for a position that is closed or there is no announced opening, the application will be discarded.
- Along with the application, you may submit a resume. However, the County *will not* accept resumes without an application. Barton County is an equal opportunity employer and no individual will be rejected because of race, color, religious creed, national origin, sex, age, handicap or marital status.

WHAT HAPPENS NEXT - Applications are forwarded to the appropriate office for review. We look for:

- Experience and education best matching the job description and needs of the office.
- Skills or special training that will add to our work force.
- A stable work history showing commitment to other employers.

The applicants best meeting the needs of the office are then contacted. Although each office determines the interview and testing methods that work best for them, general procedures are to –

- Test to determine if skills meet the needs of the office.
- Conduct background investigations that, dependant upon the position, may include driver's license and criminal history checks.
- Contact listed references and past employers.
- Invite selected candidates to interview. Some offices hold more than one round of interviews. Others have an "interview board" to evaluate applicants.

An employment offer can then be made to the best candidate for the position. Once the offer is made, the successful candidate will be required to pass a drug screen test. For some positions, particularly those in law enforcement, there will also be a psychological test. Additionally, for most positions, there is a residency requirement.

COUNTY BENEFITS - We are proud of our benefit package. Besides the opportunity to work in an atmosphere where public service is the priority, the County provides:

- A comprehensive insurance policy for each employee. Currently, both "single" and "family" policies require employee contributions
- Supplement insurance can be purchased through AFLAC and life insurance through KPERs.
- A variety of retirement systems including KPERs and Nationwide Retirement Solutions.
- Deferred compensation to reduce the upfront costs of medical, child care and other expenses.
- Reduced rates for joining Town and Country Racquet Club.
- Direct deposit at the Credit Union.
- At the employee's option, a portion of a salary can be contributed to the United Way with each paycheck.
- Other benefits include –
 - 10.5 paid holidays
 - 6 days paid vacation the first year
 - 6 days paid sick leave the first year
 - A graduated longevity pay system
- Continued educational opportunities, including job related training.

There are a number of shift options available for employees. County business offices are open 8 – 5, Monday through Friday. With the provision of emergency services, we have staff working shifts each hour of the day. Other positions offer greater flexibility as we have temporary positions that work for short periods of time and contractual positions covering specific duties that work either on-call or at their convenience. The hours and duties for all positions are fully explained in our job descriptions, available in the County Administrator's Office.

A VARIETY OF POSITIONS

Clerical – Vital to operations, our support staff has good computer skills, organized work habits and the ability to work with the public.

Laborers – It's through the efforts of our laborers that all of the County's roads and bridges are maintained. Our laborers drive trucks, operate heavy equipment, repair roads and bridges, along with a number of other important duties.

Law Enforcement – In Barton County, our law enforcement positions are many and varied. We offer positions in dispatch, patrol, jail operations, prosecution and intensive supervision of both adults and juveniles. These positions require a wide-range of skills and education.

Community Service – Health service and social workers make up a significant portion of our employment pool. With a mind to improving the lives of our citizens, the people in these positions are among some of our most skilled employees.

Specialized Positions - The County has some positions not likely found in the private sector. We have employees collecting field data on the property in the County, programming our computers, enforcing zoning codes and other specific niches.

Professional Services – The County has a number of professional positions requiring a great deal of experience and education. Categories of professional services include administration, engineering, nursing, attorneys and others.