

Gilpin County Property Tax Work-Off Program Job Order

Date: _____ Department: _____

Contact Person: _____ Phone: _____

Report to Person (if different): _____ Phone: _____

Title of position: _____

List of job duties:

1 _____

2 _____

3 _____

Special skills, abilities and/or requirements (please be very specific):

Cooking _____	Document Scanning _____	Building Maintenance _____
Research _____	Taking Minutes _____	Repair/Construction _____
Computer Skills:	Grounds Maintenance _____	Financial/Bookkeeping _____
Excel _____	Gardening _____	Clerical _____
Word _____		
Data Entry _____		
Other _____		

Work Location: _____

Will work involve the participant to be around small children in an unsupervised atmosphere?
Y/N

Interview Required? Y /N Job Involves Sensitive Material? Y/N

Program schedule:

October 1 to November 30: open enrollment period

November 30 - December 31: job matching period

January 1 - May 15: participant work period **Work can only be performed during this period*

Date job begins: _____ To be completed: _____ (If no defined completion date, enter "N/A")

Days of the week to be worked: _____ Hours of the day: _____

Total hours estimated to complete job: _____

Number of workers needed: _____

Department Director / Elected Official Signature: _____

Return this completed form to: **Jennifer West, Property Tax Work Off Program**
Fax: 303-582-5440; Phone: 303-582-5214

Please complete a separate job order for different position titles. If you are requesting more than one worker for the same position, fill out only one job order for that position.

Approved:

Human Resources Signature

Date