

Rachael E. Knust
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November 1, 2017

Campbell County Republican Party
Attn: Douglas Gerard, Chairman
PO Box 1252
Gillette, WY 82717

Dear Mr. Chairman:

Please accept this as my application for the position of Campbell County Treasurer. This position interests and excites me for various reasons. This position will be a great opportunity for me to utilize my organizational and customer service skills. This position will also allow me to work strategically and efficiently to make sure processes are completed timely and accurately. Integrity, honesty, and dedication are a few of my personal attributes that I believe will complement this position. I pride myself on my ability to work as efficiently as possible. I am also a very quick learner and enjoy taking on new challenges to learn as much as I can.

My experiences working in the Campbell County Treasurer's Office will show that some of my qualities include a strong attention to detail, the ability to maintain confidentiality, and the ability to provide excellent customer service. High pressure situations arise daily and I am capable of diffusing the situation and creating a positive resolution. Another skill I have been able to apply frequently is my ability to problem solve and think critically, which I believe will transfer directly to this position.

I am confident I can contribute a great deal to the position of Campbell County Treasurer. I am comfortable working with the public and can communicate effectively in a variety of forms. I also have strong organizational skills and enjoy working with diverse groups of people. These skills make it easier to have professional conversations with many different personalities. My customer service skills have also provided me the ability to listen actively, which I believe is crucial in hearing and responding to the needs of customers.

My résumé is attached for a more detailed list of my experiences. I can be reached by phone at (307) 680-7104 or by email at reho3@vcn.com if you need additional information. Thank you for your time and consideration.

Sincerely,



Rachael E. Knust

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Objective

Seeking the position of Campbell County Treasurer.

Key Skills

Proficient with several computer programs including:

- ⌘ Microsoft Word
- ⌘ Microsoft Excel
- ⌘ Microsoft Outlook
- ⌘ JD Edwards
- ⌘ Windows 10
- ⌘ Kronas

Work Experience

Campbell County Treasurer Office, Chief Deputy Treasurer
Gillette, Wyoming

January 2015 - Present

- ⌘ Balancing and managing financial accounts for multiple county departments.
- ⌘ Collection and distribution of funds to multiply entities.
- ⌘ Balancing monthly revenues and disbursements for Campbell County.
- ⌘ Compile and prepare reports and issues checks for the county board, agencies, districts, and special districts.
- ⌘ Assume responsibilities of the County Treasurer and have the official authority to take action in his/her absence.

Campbell County Treasurer Office, Clerk III promoted to Clerk IV
Gillette, Wyoming

February 2005 – January 2015

- ⌘ Periodic coverage for clerk duties at the satellite office in Wright, WY.
- ⌘ Issue website payments.
- ⌘ Prepare quarterly county sales tax report/issue check to the Department of Revenue.
- ⌘ Reconcile general ledger to revenue system.

Campbell County Treasurer Office, Clerk IV
Gillette, Wyoming

September 2000 – November 2003

- ⌘ Prepare periodic financial, statistical or operation reports as assigned.
- ⌘ Assist Deputy Treasurer in making sure deadlines are being met with various jobs within the office.
- ⌘ Make recommendations pursuant to the performance appraisals of personnel.
- ⌘ Maintain professional relationships with peers and County government professionals.

Campbell County Treasurer Office, Clerk I, II, and III
Gillette, Wyoming

August 1980 – September 2000

- ⌘ Provide phone/counter customer service.
- ⌘ Search information on mobile homes before issuing a move sheet or tax certification.
- ⌘ Responsible for manufacturing purchase orders.
- ⌘ Taking payment of property taxes and motor vehicle registrations.

Education

Graduate of Campbell County High School

May 1980

References

- Jeff Dale, President of Basin Power Solutions, Gillette WY (307) 680-5388
- Dan Morgan, Senior Pastor, High Plains Community Church, Gillette WY (307) 685-0044
- Rick Stewart, President/Owner of Stewart Lubricants, Birmingham AL/Gillette WY (205) 914-0155

To: Doug Gerard, Chairman, Campbell County Republican Committee

From: Shirley A. Study

Date: November 2, 2017

Subject: Letter of Recommendation for Campbell County Treasurer

Please let me introduce myself. I am Shirley Study, former Campbell County Treasurer. I chose not to run for re-election for the Campbell County Treasurer position in 2014. I began working in the Treasurer's office in December of 1976, was appointed Deputy Treasurer in 1977, and began my term in the elected position in 1979.

I do not hesitate to recommend Rachael Knust for the position of Campbell County Treasurer. I hired Rachael in 1980. She resigned in 2003 to be with her son. I rehired Rachael in 2005 and was honored to have her return because she had been an excellent employee. She has worked in the Treasurer's office for 35 years. When Becky was elected Treasurer, she appointed Rachael as the Chief Deputy Treasurer to take her place. As her former supervisor I have worked closely with Rachael on a day to day basis. I am confident that Rachael is ready to transition into this leadership position.

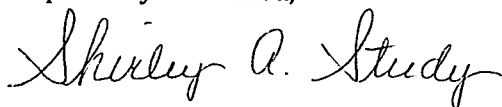
First, she is creative, accurate, hardworking, dedicated, and helps guide the other employees in their duties. Her knowledge of the duties in the Treasurer's office and her experience with all duties in the office will make her an excellent candidate for the County Treasurer position.

Second, I have been consistently impressed by both Rachael's attitude towards her work and her performance of the job. She is always cheerful and dependable, completely loyal and trustworthy, and willing to go beyond what is required and keeps calm under pressure. She gets along well with others.

Third, working as a team, Rachael and the other Chief Deputy Treasurer, Jackie Blikre, have been performing the duties of the Treasurer since the diagnosis of Becky Brazelton's illness. They have both stepped up and handled all of the responsibilities and duties of the office effectively and efficiently, and have a take charge attitude.

I believe that the department will continue to thrive and grow with Rachael or Jackie in the position of County Treasurer. They have worked as a team and will continue to work as a team to provide continuity within the County Treasurer's office and Campbell County going forward.

Respectfully submitted,



Shirley A. Study