

Maricopa County Employment Application FAQ's

**Audience:
Maricopa County Employees**



Maricopa County

Last Update: 5/31/14

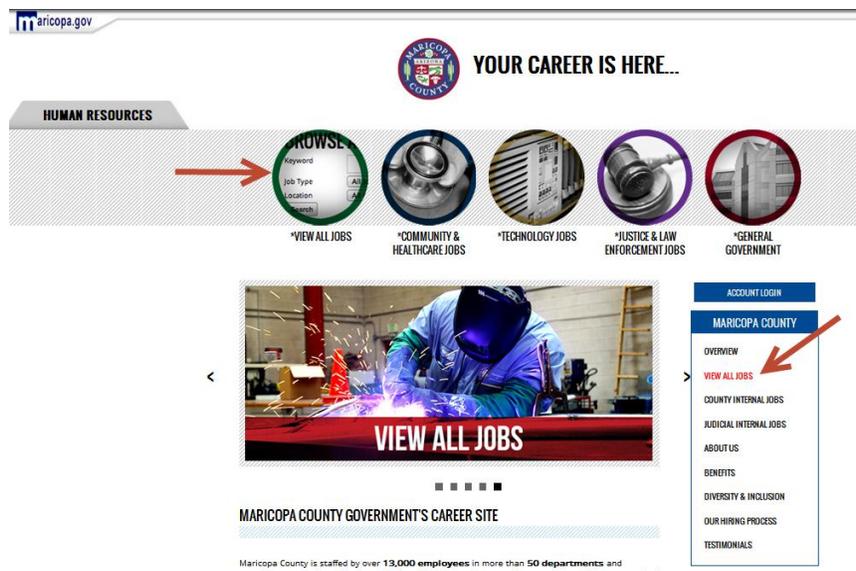
Welcome our FAQs about Maricopa County's Employment Application System! We are hopeful that you will find the FAQ's below useful. Please check back often as this document will be updated on a continuous basis.

Does Maricopa County provide a step-by-step application guide for employees?

Yes. Click [here](#) to access the guide.

How do employees view current job opportunities available with Maricopa County?

Applicants will navigate to jobs.maricopa.gov to view a list of job opportunities currently available. This web address will take you directly to the County's Career Site. Scroll down the page to view the list of job opportunities or access the list of jobs by selecting "View All Jobs" from top or right navigation options.



Where do employees find the list of current internal job openings?

Once you have navigated to the jobs.maricopa.gov web page, you will see a list of available links under the "Other Links" heading. County employees may view a list of "County Internal Jobs" or "Judicial Internal Jobs."



Can current employees apply for jobs on the Open Competitive web page ?

Yes, current County employees may apply for any opportunities listed on the Open Competitive web page.

Who is eligible to apply for job opportunities listed on the “County Internal Jobs” page?

Only current Maricopa County employees are eligible to apply for any job opportunities listed on the “County Internal Jobs” page, however, current Judicial Branch employees are not eligible to apply for any opportunities listed on this page. This includes employees of Adult Probation, Juvenile Probation, Justice Courts and Superior Court.



The screenshot shows the Maricopa County website interface. At the top left is the 'maricopa.gov' logo. A navigation bar includes 'Site Map | Search | Phone Directory | Departments | Services | Email Alerts'. A 'powered by NEOGOV™' logo is in the top right. A left sidebar titled 'Other Links' contains a menu with 'County Internal Jobs - Employees Only' selected. The main content area features the Maricopa County seal and the heading 'Job Opportunities available for Current County Employees'. Below the heading, it states 'Your valid Employee ID Number will be required.' A red arrow points to the 'Other Links' menu. At the bottom, a note says 'Not a current Maricopa County employee? Please visit our open competitive website at www.maricopa.gov/jobs.' Below this, a paragraph explains that Judicial Branch employees (including Trial Courts, Adult Probation, Juvenile Probation and Justice Courts) are not eligible to apply for County opportunities listed on this page. It notes that if you are a Judicial Branch employee, internal opportunities within the Judicial Branch may be available using the menu option on the left. Additionally, Judicial Branch employees may view/apply for opportunities posted on the County's open competitive website at www.maricopa.gov/jobs.

Who is eligible to apply for job opportunities listed on the “Judicial Internal Jobs” page?

Only current Judicial Branch employees are eligible to apply for any job opportunities listed on the “Judicial Internal Jobs” page. This only includes employees of Adult Probation, Juvenile Probation, Justice Courts and Superior Court. Employees of other County agencies are ineligible to apply.



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Can non-employees view jobs listed on either of the internal job web pages?

Yes. Non-employees can view job opportunities listed on the internal job web pages, however, if they click on the “Apply” link, they will be prompted to enter an Employee ID number in order to proceed. Without a valid Employee ID number, they will be unable to apply.

maricopa.gov Site Map | Search | Phone Directory | Departments | Services | Email Alerts

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Job Title: Accounting Specialist
Closing Date/Time: Sat. 06/25/11 11:59 PM Arizona Time
Salary: \$13.91 - \$22.41 Hourly
Job Type: Classified/Full-Time
Location: Phoenix, 85003, Arizona

[Print Job Information](#) | [Apply](#)

Position Overview | Benefits | Supplemental Questions

The purpose of this position is to process all payables for Equipment Services. Maintain files and records of accounts payable area and reconcile P-card purchases on a monthly basis.

Positions Qualifications:
Minimum education and/or experience:
High School Diploma or GED and one year of accounting, bookkeeping or specialized administrative experience.

maricopa.gov Site Map | Search | Phone Directory | Departments | Services | Email Alerts

Other Links
● County Internal Jobs - Employees Only
● Judicial Internal Jobs - Employees Only
● Return to County Open Competitive Jobs
● Return to HR Home

Job opportunities on this webpage are only open to current employees, your valid Employee ID number is required. If you are not a current employee, please review the open job list at www.maricopa.gov/jobs for job opportunities open to all applicants.

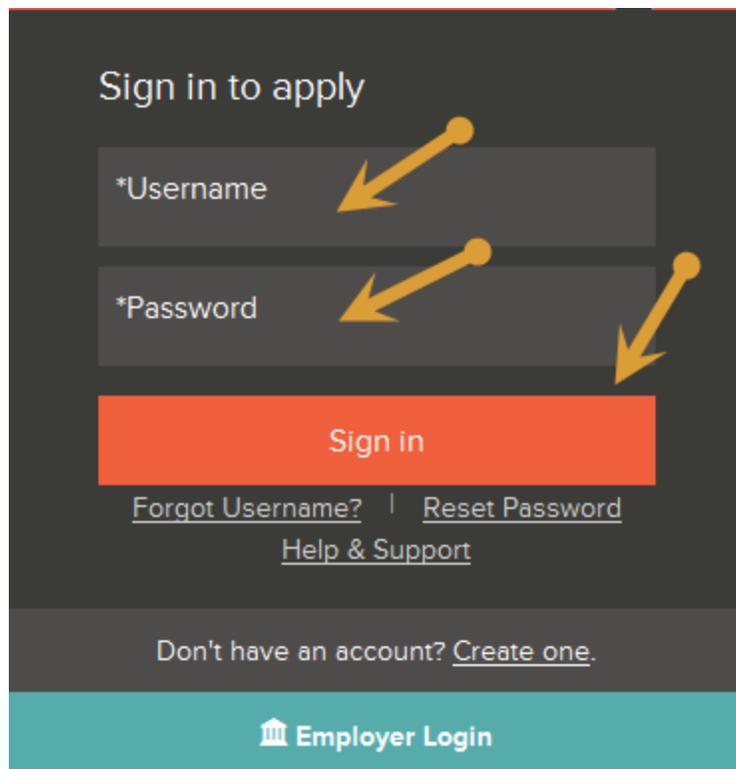
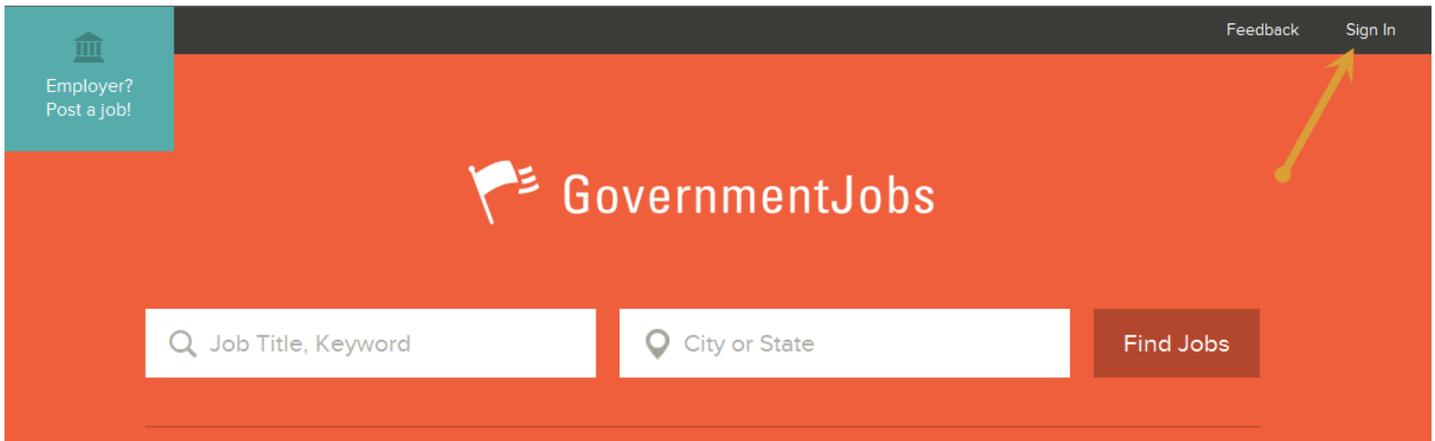
Enter your Employee ID Number:

Can I give my family member, friend, etc. my Employee ID number so that they may apply for internal job opportunities?

No. Employees should not provide their Employee ID number to anyone for purposes of applying for internal job opportunities. Employment Services will review each internal application to ensure that the individual is a current County employee and eligible for consideration. Those who are not current employees (or those who are not eligible) will be removed from further consideration.

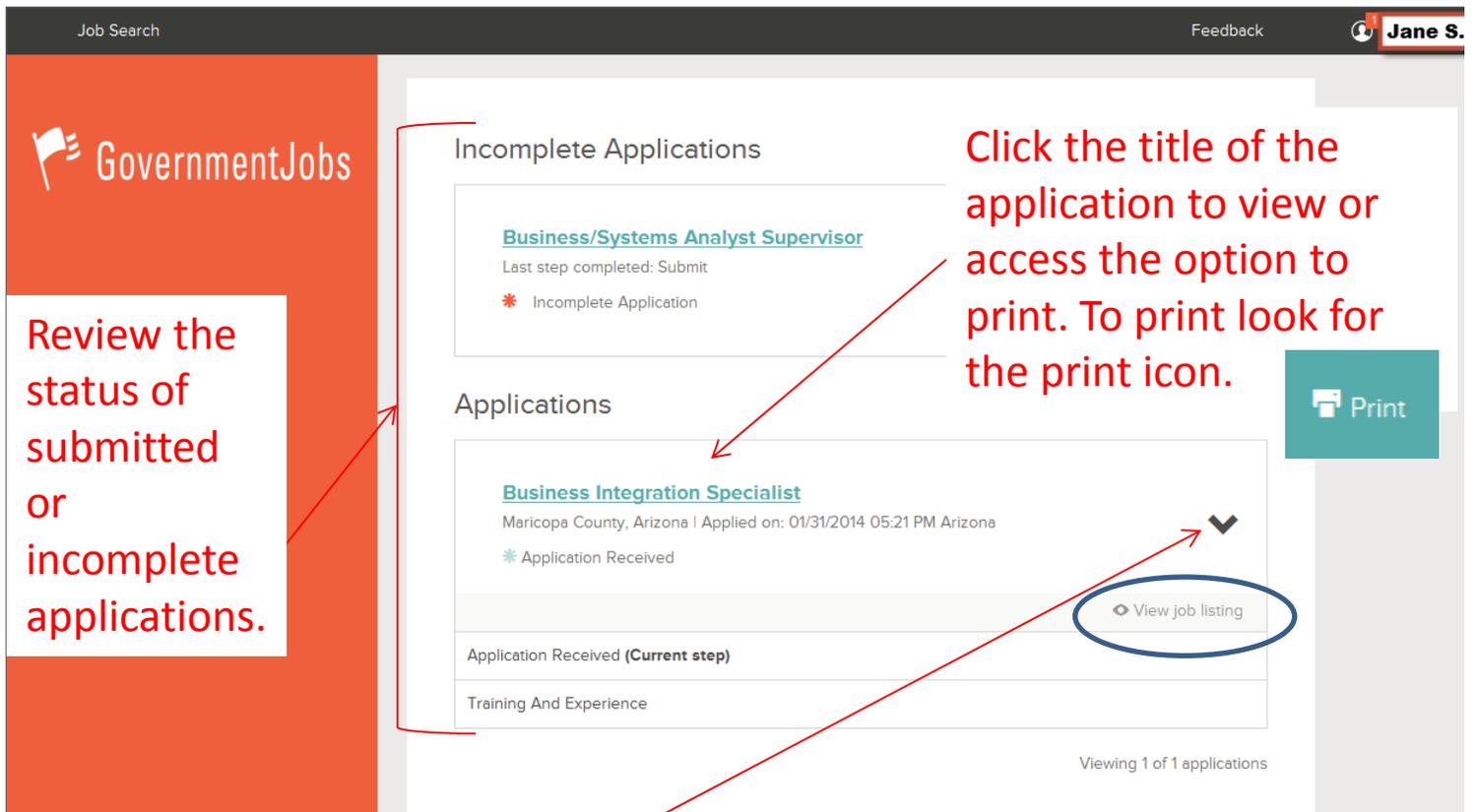
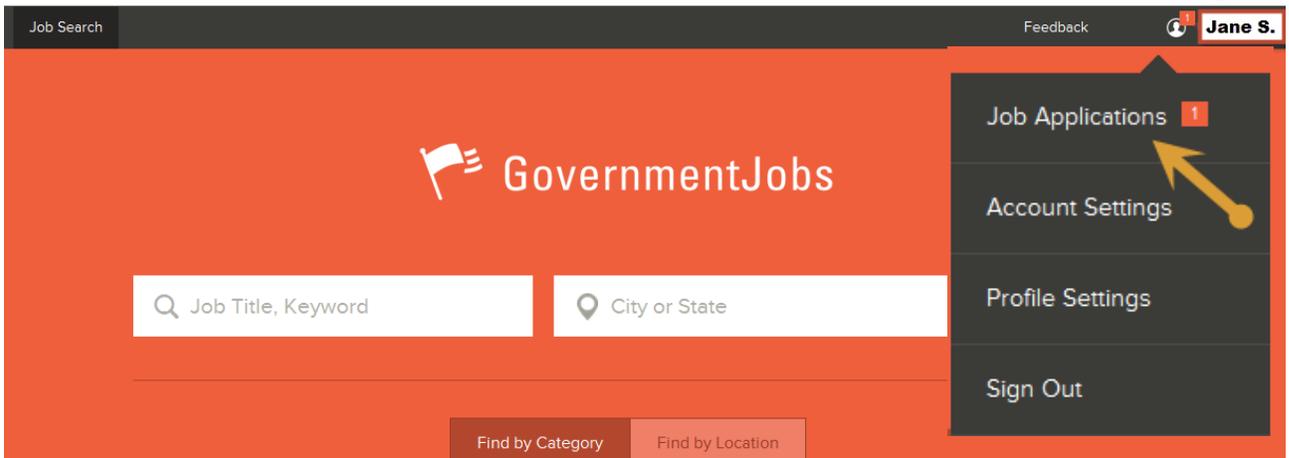
Can I view the status of my application (or view/print a copy of my application or the job posting) after it has been submitted?

Yes. You can login to your account via www.governmentjobs.com and view the status of previously submitted applications with Maricopa County. You can also print a copy of the submitted application or access the related job posting. *Please note that this will not include any applications submitted prior to 6/20/11.*



continued on next page

Click on User Name to open Menu and Click on "Job Applications"



Click the down arrow next the job title to expand the application status steps or to reveal the view job posting option.

I have a complete resume. Can I just attach my resume instead of completing the entire application?

No. Maricopa County requires that all applicants complete the employment application in its entirety. While resumes can be included as supplemental information, they do not replace the information requested in the employment application. Furthermore, Employment Services **WILL NOT** consider education, work history or other details provided only in the resume (and not in the employment application).

Do I have the ability to upload a copy of my resume to the application?

Yes. Applicants have the ability to upload their resume file as an attachment to the application. *Please see the [online application guide](#).*

What types of files can I upload?

Any of the following: pdf, doc, docx, txt, rtf, jpeg, jpg, tif, tiff

Can I submit more than one application for a specific recruitment?

It depends. If you want to re-submit revised or new information for a recruitment that you have already applied for, you may do so (assuming the recruitment is still open). If the recruitment has closed, you are unable to submit a new application. Therefore, the best approach is to ensure the first application submitted is as thorough and complete as possible. For more details about this process, please contact us at 602-506-3755.

My contact information has changed. How do I update my contact information for an application(s) that has already been submitted?

Unfortunately, applicants do not have the ability to update their contact information for applications that have already been submitted. In order to update contact information for existing applications, please contact Employment Services at 602-506-3755.

Will I receive an e-mail notification at the conclusion of the application review process?

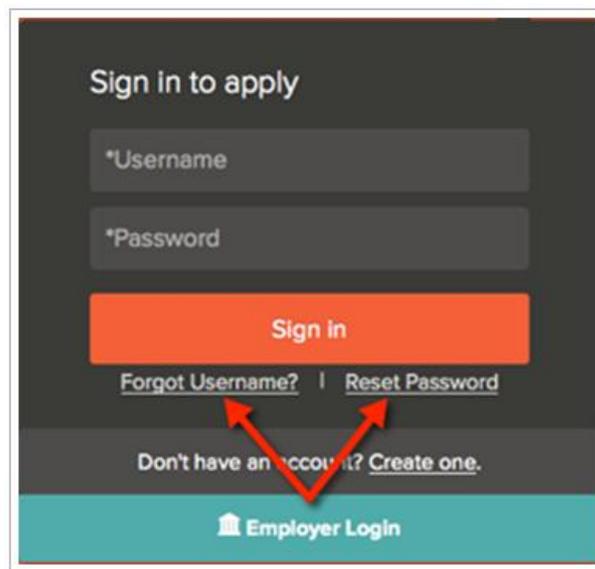
It depends. Applicants will receive an email notification once the application review process is complete if their application is removed from further consideration. The notification will advise you of the application review results. You may also view the status of your application at any time by logging into your account and checking your Application Status.

Can I save my application as a work in progress?

Yes. When creating an application, you are able to save your information and continue working on it at a later time. **CAUTION!** While you can complete an application at any time, if you are applying for a specific position, you **MUST** submit your application prior to the recruitment closing date.

What should I do if I receive a message that “the username or password is incorrect”?

You should confirm your username, or reset your password by using the “Forgot Username” or “Reset Password” options.



I forgot my user name. What should I do?

Below the Sign In button, click on Forgot Username. On the next page, enter your email address, answer the security question, and click Send Username. An email is sent with your username. If you do not see the email in your inbox, check your spam/junk email folder.

The email address that you enter must exactly match what appears on your profile. If it does not match, you may receive an error that *User with that email was not found.*

I forgot my password. What should I do?

Below the Sign In button, click on Reset Password. On the next page, enter your email address, answer the security question, and click on Reset Password. An email is sent with a link to reset your password. Once you click on the link, you are directed to a page where you can create a new password. Enter a new password, confirm the new password, and then log into your account.

The link embedded in the password reset email expires after 72 hours. If the link has expired, resubmit your password reset request by clicking on Reset Password again.

The system is not accepting my new password. What should I enter?

Passwords must be a minimum of six characters in length, and contain at least one letter and one number. To reset your password, click Reset Password. Once you've entered a new password twice, you receive the message *Your password has been updated*.

I need a new password, but no longer have access to the email address where the reset password email was sent.

If you don't have access to the email address listed on your account, there is no way for you to create a new password. For security reasons, the reset password email is sent only to the email address associated with your account. We are unable to edit or update the email address listed on your profile, and cannot send this email to any other account. In the event that you cannot receive the reset password email, you should create a new account at GovernmentJobs.com with a valid email address.

I requested a reset password link but have not received it. How long does it normally take?

Password reset emails are sent immediately, but delivery can depend on your email provider. Check your spam/junk email settings/folder if you do not receive the email. Sometimes adding the *noreply@governmentjobs.com* address to your contacts resolves this issue. If the email is still is not received, contact technical support at your email service provider to determine if the reset password email is being filtered out or blocked.