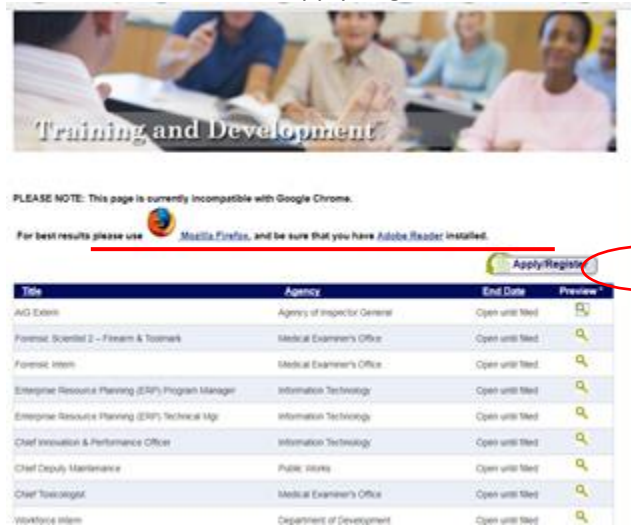


## User Guide

1. To apply: go to <http://hr.cuyahogacounty.us/> make sure you are using a compatible browser.  
*Google chrome is not compatible.*  
Click on the apply/register link.



2. If you already have a profile, enter & submit your email address and password.  
*If you forgot your password, click on the "forgot my password" icon to reset.*  
If you do not have a profile, follow the "click here to register" link and create a profile.  
Follow the application procedures.

**Apply Online!**

**APPLICATION PROCEDURE:** Please create an online profile if you have not already done so, and submit an application for a position. The information you submit in your application will be used to determine if you meet the requirements for the position. Submission of a résumé is optional, but your qualifications will be determined by your application. **Important: In order to be considered eligible for the position, you must complete the application in its entirety. When filling out the application, you must clearly and accurately describe your previous education and work experience as they relate to the position.**

Positions may be subject to civil service examination. Further information regarding the examination process will be provided to applicants at a later date. **PLEASE NOTE: You will only be contacted about civil service examinations via email. It is your responsibility to provide and maintain a valid email address.** If your email address changes after you submit an application for employment, please contact [PRCEmploymentTesting@cuyahogacounty.us](mailto:PRCEmploymentTesting@cuyahogacounty.us) to provide updated contact information. Also, please make sure [PRCEmploymentTesting@cuyahogacounty.us](mailto:PRCEmploymentTesting@cuyahogacounty.us) is a trusted sender for your email account.

Please be aware that a scheduled structured interview may serve as the civil service examination. If you do not meet the requirements for the position, you will not be eligible to take the civil service exam.

If you wish to request that military service credit (veteran's credit) be applied to your civil service examination, please send an email to [hr@cuyahogacounty.us](mailto:hr@cuyahogacounty.us).

**Apply Online!**  
You can apply online when you find the right job. Already a member? Please sign in.

**apply ONLINE**

Email Address:

Password:

**Login**

Forgot My Password? [Click here to register](#)

Not a registered user? [Click here to register](#)

3. After you login or create a profile, prior to applying for a job, please go to "Edit Profile" and ensure that all of your information is correct, including your work & education history.  
Once complete you can click on the "Apply for New Job" tab and it will bring you to the posting page.

**My Profile**

Welcome, Julia McNulty / [Log Off](#)

**My Profile:**

Julia Euse  
Address: 123 Main Street  
City: Columbus, OH 43215  
Phone: 216.555.5555

Thank you for your interest in the Cuyahoga County Online Job Application.

Created: 06/07/2016  
Last Updated: 07/19/2017

[Provide Equal Opportunity](#) | [Edit Profile](#)

**List of Jobs you have applied for**

Title	Agency	Date Applied	Status	Application	Resume	Job Posting
Youth Activities & Environment Specialist	Department of Human Resources	6/17/2016	Pending			

**Apply for New Job**

4. Click "Apply" for the job you want to apply.

You can only apply for one job at a time, if you wish to apply for more then one job please repeat this step.

Job Postings

Welcome, Julie McNulty / [Log Off](#)  
[View My Profile](#)

To apply for any of the listed positions, please press the Apply button. Your application has not been accepted unless you receive a thank you screen containing a confirmation number. If you do not receive a confirmation number, please contact the on-line application support hotline at (216) 443-8008.

Title	Department	End Date	Preview
ATG Extern	Agency of Inspector General	Open until filled	<a href="#">Apply</a>
Forensic Scientist 2 - Firearm & Toolmark	Medical Examiner's Office	Open until filled	<a href="#">Apply</a>
Forensic Intern	Medical Examiner's Office	Open until filled	<a href="#">Apply</a>
Enterprise Resource Planning (ERP) Program Manager	Information Technology	Open until filled	<a href="#">Apply</a>
Enterprise Resource Planning (ERP) Technical Mgr.	Information Technology	Open until filled	<a href="#">Apply</a>
Chief Innovation & Performance Officer	Information Technology	Open until filled	<a href="#">Apply</a>
Chief Deputy Maintenance	Public Works	Open until filled	<a href="#">Apply</a>
Chief Toxicologist	Medical Examiner's Office	Open until filled	<a href="#">Apply</a>
Workforce Intern	Department of Development	Open until filled	<a href="#">Apply</a>
Engineer 4 (Bridge Inspection)	Public Works	Open until filled	<a href="#">Apply</a>
Administrator, Criminal Justice Information Sharing	Public Safety & Justice Services	Open until filled	<a href="#">Apply</a>
Assistant Deputy Clerk of Council	Cuyahoga County Council	Open until filled	<a href="#">Apply</a>
Deputy Sheriff	Cuyahoga County Sheriff's Department	07/21/2017	<a href="#">Apply</a>

5. Please answer any questions, and also attach a resume if you would like to include. Submission of a resume is optional.

*If you leave your application blank or simply tell the reviewer to refer to your resume, your application will be rejected*

Once complete, please Submit Application.

Job Application

Welcome, Julie McNulty / [Log Off](#)  
[Return to Job Postings](#)

Job Title: Chief Deputy Maintenance  
Department: PW  
Pay Range:  
Annual Salary:  
Ending Date: 12/31/9999

[Attach Resume](#) [Submit Application](#)

How did you hear about this position?  
If college website, career center or college fair, specify college:

Questionnaire: Please answer all questions below...

Do you have a Bachelor's Degree in preferably Civil Engineering or a related discipline?  Yes  No

Do you have a minimum of ten (10) years of experience in infrastructure maintenance, including sanitary sewers, roads, and bridges, or equivalent combinations of training and/or experience; with five (5) of those years in a supervisory or lead role?  Yes  No

Do you possess a valid driver's license with a driving record in accordance with the County's acceptable guidelines?  Yes  No

Do not hit the back button on your browser during the application process.