

# City of Peoria Online Application Guide

## CONTENTS

- [To Apply for a Specific Job Opening](#)
- [To Receive Job Alerts](#)
- [To Check Your Application Status](#)
- [To Create An Application Before Applying for a Job](#)

### To Apply for a Specific Job Opening

- From [www.peoriaaz.gov/rocs](http://www.peoriaaz.gov/rocs) website, click on the Current Jobs link:

Current Jobs [Open to the Public and City Employees](#)  
 Current Jobs [Open to City Employees only](#)

- On the Current Jobs page, click on the 'Job Title' you are interested in.

<input checked="" type="checkbox"/> Economic Development (2)	<input checked="" type="checkbox"/> Education (1)	<input checked="" type="checkbox"/> Engineering (1)
<input checked="" type="checkbox"/> Fire & EMS (1)	<input checked="" type="checkbox"/> Fleet Services (1)	<input checked="" type="checkbox"/> IT and Computers (1)
<input checked="" type="checkbox"/> Laboratory (1)	<input checked="" type="checkbox"/> Management (1)	<input checked="" type="checkbox"/> Professional (1)
<input checked="" type="checkbox"/> Professional Education (1)	<input checked="" type="checkbox"/> Program Management (1)	<input checked="" type="checkbox"/> Project Management (1)
<input checked="" type="checkbox"/> Public Works (1)	<input checked="" type="checkbox"/> Transit (1)	<input checked="" type="checkbox"/> Transportation (1)
<input checked="" type="checkbox"/> Utilities (1)	<input checked="" type="checkbox"/> Wastewater (1)	

**Search**

Enter keywords (optional):  [Explain this](#)

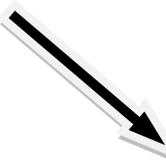
or [Clear Search](#)

 [Print this page](#)

21 records found.

Page #  of 1

Position	Emp. Type	Salary	Filing Date
<a href="#">Accountant</a>	Full Time	\$49,166.00 - \$72,641.00 annually	11/27/09
<a href="#">Accountant</a>	Full Time	\$49,166.00 - \$72,641.00 annually	01/01/10
<a href="#">Apprenticeship Program Coordinator</a>	Full Time	\$4,603.58 - \$6,801.58 monthly	Continuous
<a href="#">City Traffic Engineer</a>	Full Time	\$7,016.42 - \$10,366.50 monthly	11/27/09
<a href="#">Database Administrator</a>	Full Time	\$63,839.00 - \$94,319.00 annually	11/27/09



- Review detailed information regarding the job: Job Description, Benefits, Supplemental Questions, Salary, etc. Click on the **'Apply'** link to move into the application.

### CITY OF PEORIA AZ

#### Job Opportunities

powered by  


---

**Job Title:** Judicial Assistant Bilingual  
**Closing Date/Time:** Fri, 11/27/09 8:00 PM Mountain Time  
**Salary:** \$15.40 - \$20.71 Hourly  
**Job Type:** Full Time  
**Location:** Cityhall, Peoria, Arizona

---

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

Description	Benefits	Supplemental Questions
<b>BRIEF DESCRIPTION:</b> The purpose of this position is to perform specialized duties in accordance with Court policies and procedures, which involves considerable public contact and knowledge of court cases with judicial instructions. This is accomplished by performing a wide variety of duties including legal support, clerical, cash handling, data entry, and responding to and resolving customer inquiries. Other duties may include completing related tasks as assigned.		
<b>Essential Functions:</b>		

- Logging in:

- If you already have a **City of Peoria ROCS** or **governmentjobs.com** account, login using the applicant username and password that you created previously (option **a** in the figure below). Skip to Step 6 or 7. Note: You will not be able to create another account using the same e-mail address.
- Or, if you have never registered with Peoria ROCS or governmentjobs.com, you will first need to set up an account. To do so, click on **'Not Registered Yet? Create Your Account Here!** (option **b** in the figure below).

#### Are you registered?

To apply online for a position, please [create an account](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

[Online Employment Application Guide](#)

Username:

Password:

A

B

5. Enter your new account information (you **MUST** remember this information)

- Write your username and password here:

\_\_\_\_\_/\_\_\_\_\_  
Username/ Password

- Click on the **'Save'** button when you are done.

- A page is displayed with your login information. Click on the **'Login'** button

Request New Job Seeker Account

\* First Name

Middle Initial

\* Last Name

Primary Phone

Alternate Phone

\* Email

\* Notification Preference

By which method would you prefer to be notified about application status, testing dates and examination results?

\* Address 1

Address 2

\* City

\* State

\* Zip

Country

\* Username

Tip: Your usernames must be unique. Choose a Username that you can easily remember. You may use letters and numbers and the underscore "\_". Example: john\_doe25

\* Password

\* Confirm Password

- Enter your username and password and click **'Login'**
- **NOTE: Each applicant must have his/her own account and email address; you can not share accounts or email addresses! You can create a free email address through [www.hotmail.com](http://www.hotmail.com); [www.yahoo.com](http://www.yahoo.com); [www.aol.com](http://www.aol.com); [www.gmail.com](http://www.gmail.com), etc.**

6. If you have never created an application online in our system, this will be your next step. Click on **'Create Application'**.



Thank you for registering with GovernmentJobs.com. Your account is now active.

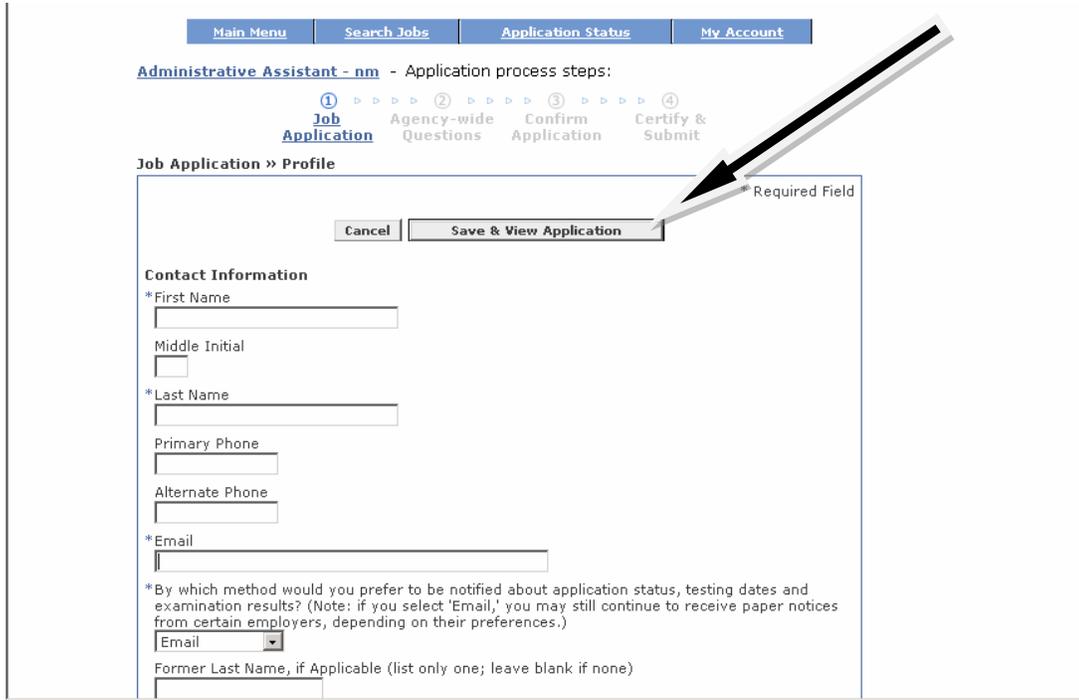
In order to apply for a position you need to create an application first. Click on the **'Create Application'** button and we'll guide you through the process.



- Input a title for your application for your future reference
- Click on the **'Create Application'** button and Skip to Step 7.

**Or, if you already have an application in our online system, YOU DO NOT NEED TO RECREATE A NEW APPLICATION EVERY TIME YOU APPLY FOR A POSITION.** Apply for new jobs with a previously created application by simply clicking on **'To apply for the position of \_\_ (the job title) \_\_ click here.'** You will be given a chance to update your information and tailor it as needed to the job you are currently applying for.

- Fill in the **Personal Profile** information if you are creating a new application. If this is a previously created application, review and update. **Note: Required information is marked with an asterisk (\*) and must be completed.** Click **'Save and View Application'** to proceed.

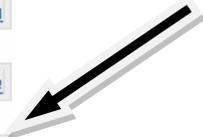


- Add Education, Work Experience, Certificates, and other information by clicking on the Add links. Click the **'Save'** button at the bottom of each section. To add additional entries in any of these sections, click on the Add link again.



9. If you wish to enter a resume, click **'Edit Resume'**. You may attach your resume. Resumes are not required for every position, but in certain cases will reflect positively on your application.

<b>Additional Information</b>	<a href="#">Add Additional Information</a>
<b>References</b>	<a href="#">Add Reference</a>
<b>Resume</b>	<a href="#">Edit Resume</a>
<b>Text Resume</b>	
<b>Resume Attachment</b>	
None	



Valid document attachment types are: plain text (.txt file extension), rich text (.rtf file extension), PDF (.pdf file extension), or Microsoft Word (.doc and .docx extensions). The attachment is limited to 1MB. If you try to submit a file that is larger receive an error message:

**Attention:** Please correct the following errors:

- File size must not exceed 1 MB

Click the **'Browse'** button to navigate to your saved resume, **double-click on the attachment**, then click **'Save and View Application'**:

Please either cut and paste your text resume here (**DO NOT** use HTML tags), or attach a resume document below. Valid document attachment types are: plain text (.txt file extension), rich text (.rtf file extension), PDF (.pdf file extension), or Microsoft Word (.doc extension).

<input type="button" value="Cancel"/>	<input type="button" value="Save &amp; View Application"/>
<b>Resume</b>	
<b>Text Resume</b>	
<div style="border: 1px solid gray; height: 150px;"></div>	
<b>Resume Attachment</b>	
Please attach your resume here:	
<input type="text"/>	<input type="button" value="Browse..."/>
<input type="button" value="Cancel"/>	<input type="button" value="Save &amp; View Application"/>



After successfully attaching a resume, you can view your attachment by clicking on **‘View Current Attachment’**. This attachment will be saved with this application if you want to use it again for future job openings.

<b>Skills</b>	<a href="#">Add Skills</a>
Office Skills <span style="float: right;"><a href="#">Edit</a></span>	
Typing: 0	
Data Entry: 0	
<b>Additional Information</b>	<a href="#">Add Additional Information</a>
<b>References</b>	<a href="#">Add Reference</a>
<b>Resume</b>	<a href="#">Edit Resume</a>
Text Resume	
Resume Attachment <a href="#">View Current Attachment</a>	

10. Answer the agency-wide questions (if you are using a previously created application, use the **‘Populate’** button to populate your previous responses and review your answers). Click on the **‘Save & Proceed’** button at the bottom of the page.
11. Answer the job-specific supplemental questions (if any).
12. Click on the **‘Save & Proceed’** button at the bottom of the page.

1 >>>>>
2 >>>>>
3 >>>>>
4 >>>>>
5 >>>>>

Job Application
Agency-wide Questions
Supplemental Questions
Confirm Application
Certify & Submit

\* Required Field

If you need more than **one hour** to complete this section click the **‘Save Work in Progress’** button occasionally to save your work. All questions marked **‘Required’** need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

---

The purpose of this Supplemental Questionnaire is to obtain additional job related information in order to evaluate your education, training and experience relative to the position you are applying for.

1. What software programs are you proficient in using?

- MS Word
- MS Excel
- MS Access
- MS Outlook

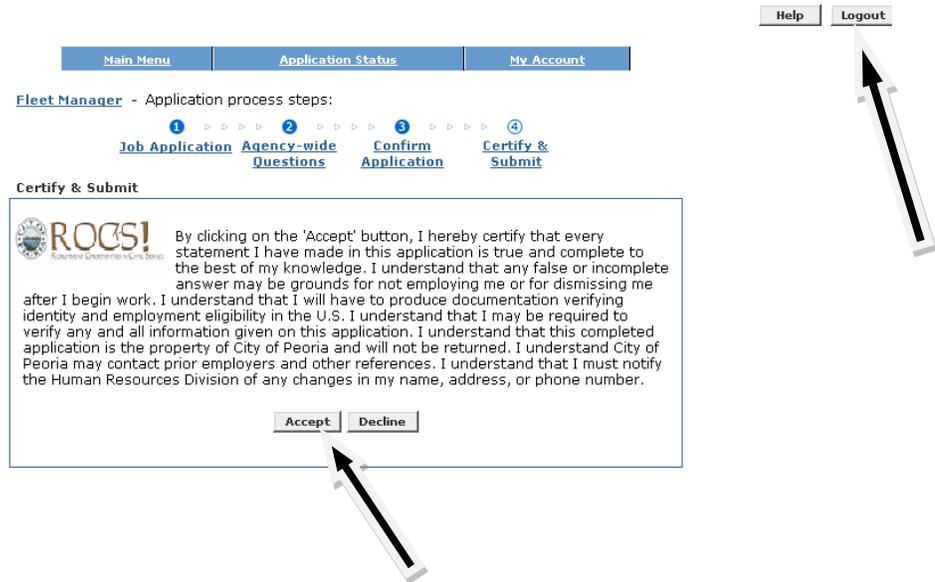
Save Work in Progress
Save & Proceed

\* Required Field

## City of Peoria Online Application Guide

- Review your application carefully. Incomplete information may disqualify your application. When you are satisfied that your application is complete, scroll to the bottom and click **'Confirm Application'**.
- Click the **'Accept'** button on the digital signature screen.

ome, Antonio Banderas



Help Logout

Main Menu Application Status My Account

Fleet Manager - Application process steps:

1 2 3 4

Job Application Agency-wide Questions Confirm Application Certify & Submit

Certify & Submit

 By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of City of Peoria and will not be returned. I understand City of Peoria may contact prior employers and other references. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.

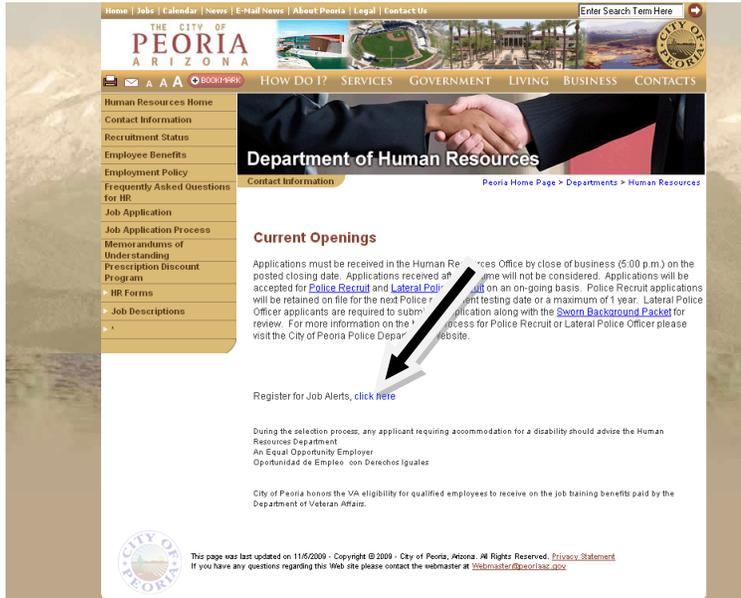
Accept Decline

- Click on the **'Logout'** link in the upper-right-hand corner.
- Congratulations! You have successfully completed your job application with the City of Peoria. We wish you the best in your job search.**

## Additional Information

### To Receive Job Alerts

1. Login to: [www.peoriaaz.gov/rocs](http://www.peoriaaz.gov/rocs) and click on the Current Jobs link.



2. Click on 'Request job notifications by category.'
3. On the Job Alert screen, place a check in the box next to each job category for which you would like to receive email notifications. Scroll down to the bottom and complete the Job Interest Card. Click 'Submit Request.' For the next 12 months after you submit this form, you will receive an email notification each time a position opens with City of Peoria whose category matches one of the categories you've chosen.

### To Check Your Application Status

1. This can be done by logging into: [www.governmentjobs.com](http://www.governmentjobs.com) Click on the 'Career Seekers' link.
2. Or, you may login to the Current Jobs page at [www.peoriaaz.gov/rocs](http://www.peoriaaz.gov/rocs) click on any job, and click on 'Apply.'
3. Once you are logged into either site, click on 'Application status.'



In order to apply for a position you need to create an application. Click on the 'Create Application' button and we'll guide you through the process.

Create Application

#### Applications You've Created:

Name	Date Created	Modify
------	--------------	--------

