

Hamilton County Online Services

Job Applicant Instructions

Go to: <https://jobs.hamiltoncounty.in.gov>


You will see four options:

View Jobs: lets you browse current job postings. (But you must be registered to apply for a job.)

Registered Users: Lets registered users log in to update their information and apply for jobs.

New Users: Lets you register (create your account)

Email Password: (in case you forget your password)

You may click on the Home icon “” located at the upper left-hand side of the screen to return to the Home page, but please click Save or Update before moving from tab to tab or to the Home page.

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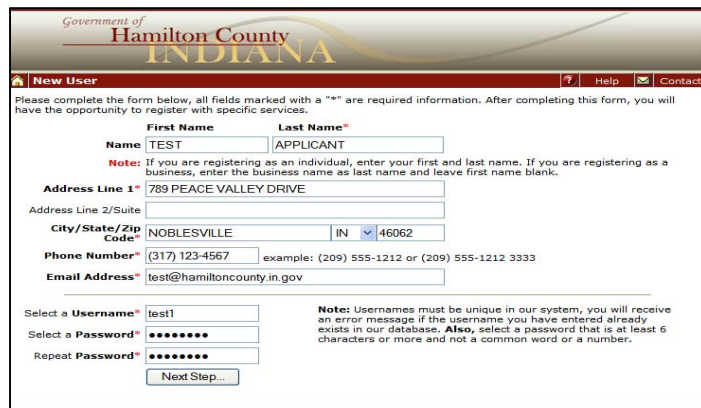
Page 5 - [View or edit your Information](#)

Register and Complete Your Application (8 steps)



The screenshot shows the Hamilton County Job Openings page. At the top, it says "Government of Hamilton County INDIANA". Below that is a navigation bar with "Job Openings", "Logon", "Help", and "Contact". A "View Jobs" button is visible. The main content area includes a welcome message: "Welcome to Hamilton County Human Resources Department Job Openings. Please use this application to locate and apply for jobs that interest you. You may click 'View Jobs' to review available positions. You must register to apply." Below this is a section titled "Please Logon or Register..." with three options: "Registered Users" (Please Logon Here.), "New Users" (New? Register Here.), and "Email Password" (Forgot your Password?). On the left, there is contact information for Hamilton County Indiana: "One Hamilton County Square, Suite 307, Noblesville, IN 46060, (317)776-8422, humanresources@hamiltoncounty.in.gov, http://www.hamiltoncounty.in.gov".

1. **Register.** Click on “New Users”. Complete all required fields. Select a username and password. Follow the instructions on each page to finish registering (You will click Next Step, Register, Register as a Job Applicant, read the Notice to Applicant, Click Here).



The screenshot shows the Hamilton County New User registration form. At the top, it says "Government of Hamilton County INDIANA". Below that is a navigation bar with "New User", "Help", and "Contact". The form includes the following fields and instructions:

- Name:** First Name (TEST), Last Name* (APPLICANT)
- Note:** If you are registering as an individual, enter your first and last name. If you are registering as a business, enter the business name as last name and leave first name blank.
- Address Line 1:** 789 PEACE VALLEY DRIVE
- Address Line 2/Suite:** (empty)
- City/State/Zip Code:** NOBLESVILLE IN 46062
- Phone Number:** (317) 123-4567 example: (209) 555-1212 or (209) 555-1212 3333
- Email Address:** test@hamiltoncounty.in.gov
- Select a Username:** test1
- Select a Password:** (masked with dots)
- Repeat Password:** (masked with dots)
- Note:** Usernames must be unique in our system, you will receive an error message if the username you have entered already exists in our database. Also, select a password that is at least 6 characters or more and not a common word or a number.
- Next Step...** button

2. **Complete your Profile information.** Answer all required questions, upload documents (optional), and click Save.

Government of
Hamilton County
INDIANA

▲ Job Openings: Edit Applicant Information | User Profile | Log Off | Help | Contact

Search Jobs Applications My Profile Education Employment Skills References Interests Compliance

Use the form below to make changes to your job applicant profile. Please make sure that all your contact information is correct.

Save Cancel

Applicant Information * Required Field

Name* First MI Last
Ms. TEST APPLICANT

Address 1* 789 PEACE VALLEY RD

Address 2

City/State/Zip* NOBLESVILLE IN 46062

Email Address test@hamiltoncounty.in.gov

Home Phone Cell Phone

3. **Add your education records:** Go to the “[Education](#)” link at the top of the page. “[Add New Record](#)” for each educational record you enter. Your records will be saved any time you click on “[Update](#)” or on “[Add New Record](#)”. If you did not attend college or a technical school, click the Employment tab.

Government of
Hamilton County
INDIANA

▲ Job Openings: Edit Applicant Education Info | User Profile | Log Off | Help | Contact

Search Jobs Applications My Profile Education Employment Skills References Interests Compliance

This section is intended to give the employer information about education you have completed.

Add New Record

Government of
Hamilton County
INDIANA

▲ Job Openings: Edit Applicant Education Info | User Profile | Log Off | Help | Contact

Search Jobs Applications My Profile Education Employment Skills References Interests Compliance

This section is intended to give the employer information about education you have completed.

Update Cancel Add New Record * Required Field

Education

Degree* Associates Degree

Started 08/21/2000 Ended 06/10/2002

Major Business Minor

School Jay Tech Community College

Location Indianapolis, Indiana

* Years Attended 2 GPA 3.75

Comments

4. **Add your employment records:** Go to the “[Employment](#)” link at the top of the page. “[Add New Record](#)” for each employment record you enter. Your records will be saved any time you click on “[Update](#)” or on “[Add New Record](#)”.

Government of
Hamilton County
INDIANA

▲ Job Openings: Edit Applicant Employment | User Profile | Log Off | Help | Contact

History

Search Jobs Applications My Profile Education Employment Skills References Interests Compliance

List all employment history and work experience beginning with your current employer. Failure to include all past employment may be grounds for disqualification.

Add New Record

Government of
Hamilton County
INDIANA

▲ Job Openings: Edit Applicant Employment | User Profile | Log Off | Help | Contact

History

Search Jobs Applications My Profile Education Employment Skills References Interests Compliance

List all employment history and work experience beginning with your current employer. Failure to include all past employment may be grounds for disqualification.

Your employment has been updated, proceed to SKILLS.

Update Cancel Add New Record * Required Field

Employment History

Employer DMCS HR Services

Address 1 One Hamilton County Square

Address 2

City/State/Zip Noblesville IN 46062

Phone (317) 456-7951 May we contact the employer? Y

Position Administrative Coordinator

Started 06/03/2002 Ended 06/06/2005

Employment Status Full Time Salary 35000 Annual

Duties Answered phones, directed calls, update records

Reason for Leaving TERSED - DISCIPLINARILY ASSOCIATED WITH MY DEGREE.

5. **Add your skills.** Go to the “[Skills](#)” link at the top of the page. “[Add New Record](#)” for each skill record you enter. Your records will be saved any time you click on “[Update](#)” or on “[Add New Record](#)”. If none of the skills listed are applicable, click the References tab.



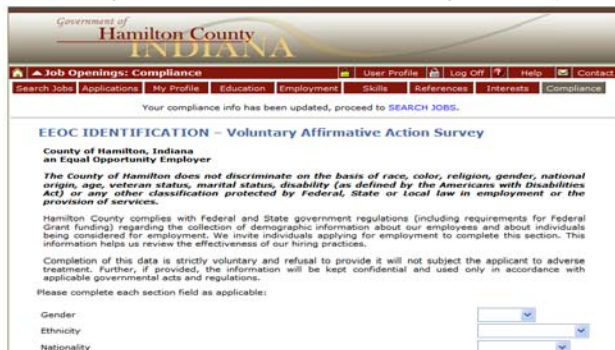
6. **Add your references.** Go to the [“References”](#) link at the top of the page. [“Add New Record”](#) for each reference record you enter. Your records will be saved any time you click on [“Update”](#) or on [“Add New Record”](#).



7. **Add your Job Interests.** Go to the [“Interests”](#) link at the top of the page. [“Add New Record”](#) for each of your job interests at Hamilton County. Your records will be saved any time you click on [“Update”](#) or on [“Add New Record”](#).



8. **Complete your application:** Go to the [“Compliance”](#) link at the top of the page. The EEOC Identification – Voluntary Affirmative Action Survey is completely voluntary. Click Save if you choose to enter information.



You may log off or click Search Jobs.

Search and Apply for Jobs (6 steps)

1. **List the Jobs:** Click on [“Search Jobs”](#). Leave all fields blank to show all available positions.



The screenshot shows the 'Government of Hamilton County INDIANA' website. The navigation bar includes 'Job Openings: Jobs Search', 'Logon', 'Help', and 'Contact'. Below the navigation bar, there are tabs for 'Search Jobs' and 'Applications'. The main content area is titled 'Search Jobs' and contains a note: 'Note: To search for all available positions leave selection fields blank and click on "Search for Jobs".' There are four input fields: 'Job Title', 'Open Date', 'Start Date', and 'Close Date'. A dropdown menu for 'Full or Part Time' is set to 'Both'. A 'Search for Jobs' button is located at the bottom of the form.

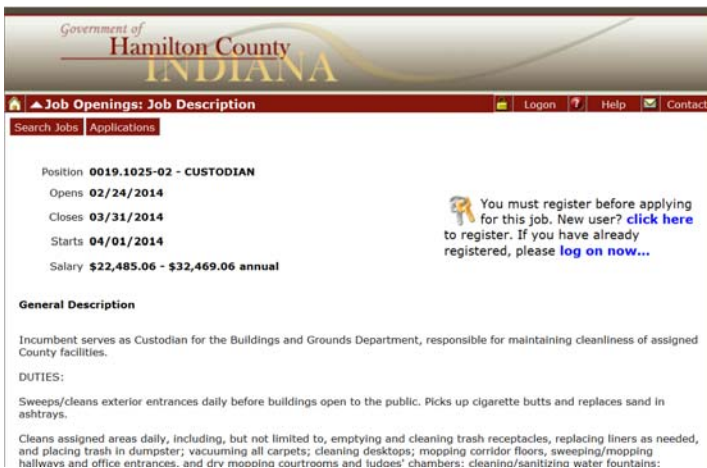
2. **View Job Details:** Click on the blue-highlighted [Position #](#) link located next to the job title to see the details about a specific position.



The screenshot shows the 'Government of Hamilton County INDIANA' website. The navigation bar includes 'Job Openings: Jobs Search Results', 'Logon', 'Help', and 'Contact'. Below the navigation bar, there are tabs for 'Search Jobs' and 'Applications'. The main content area is titled 'Jobs Search Results' and contains a table with the following data:

Position #	Job Title	Open Date	Close Date	Start Date
0001.1019-01	RESIDENTIAL FIELD APPRAISER	02/24/2014	03/31/2014	04/01/2014
0019.1025-02	CUSTODIAN	02/24/2014	03/31/2014	04/01/2014

3. **Apply for a job:** if you find a job you are interested in, please log in or register, searching for the job again, to start the application process.



The screenshot shows the 'Government of Hamilton County INDIANA' website. The navigation bar includes 'Job Openings: Job Description', 'Logon', 'Help', and 'Contact'. Below the navigation bar, there are tabs for 'Search Jobs' and 'Applications'. The main content area is titled 'Job Description' and contains the following information:

Position **0019.1025-02 - CUSTODIAN**
Opens **02/24/2014**
Closes **03/31/2014**
Starts **04/01/2014**
Salary **\$22,485.06 - \$32,469.06 annual**

General Description

Incumbent serves as Custodian for the Buildings and Grounds Department, responsible for maintaining cleanliness of assigned County facilities.

DUTIES:

Sweeps/cleans exterior entrances daily before buildings open to the public. Picks up cigarette butts and replaces sand in ashtrays.

Cleans assigned areas daily, including, but not limited to, emptying and cleaning trash receptacles, replacing liners as needed, and placing trash in dumpster; vacuuming all carpets; cleaning desktops; mopping corridor floors, sweeping/mopping hallways and office entrances, and dry mopping courtrooms and ludoes' chambers; cleaning/sanitizing water fountains;

You must register before applying for this job. New user? [click here](#) to register. If you have already registered, please [log on now...](#)

4. **Complete the “Additional Information” page, and click “Continue”.**



The screenshot shows the 'Government of Hamilton County INDIANA' website. The navigation bar includes 'Job Openings: Job Application', 'User Profile', 'Log Off', 'Help', and 'Contact'. Below the navigation bar, there are tabs for 'Search Jobs', 'Applications', and 'My Profile'. The main content area is titled 'Additional Information' and contains the following text:

Please supply the following information so that we may contact you about the status of your application. * Required Field

Referral Source:

Name of referral source (if applicable):

5. Upload your “**Application Related Documents**”. Upload your resume and other documents you wish to attach to your application. When you have finished attaching your resume and related documents, click the “**Submit**” button. Please note, a resume must be attached to every application submitted for any job opening.



6. Once you have completed the application process and applied for a job, you will see the following screen:



View or Edit Your Information

Login and click on the “**Applicant Profile**” link on the left side of the screen. You can edit “**My Profile**”, “**Education**”, “**Employment**”, “**Skills**”, “**References**”, and “**Interests**” information at any time.

