

How to Apply Online

NOTICE

WE LAUNCHED A NEW ELECTRONIC APPLICATION SYSTEM ON **SEPT. 13TH, 2021**. IF YOU ARE ATTEMPTING TO LOG IN USING A PROFILE SET UP PRIOR TO SEPT. 13TH, 2021, **IT WILL NOT WORK!** YOU MUST **CREATE A NEW PROFILE IN THIS SYSTEM**



All applicants must apply through our electronic application system, we do not accept email or paper resume/application submissions for any position.
A valid email address is required to apply.

1. **Apply for a Milwaukee County job via Milwaukee County's Human Resources website at:**
www.jobs.milwaukeecounty.org

Please note: Our application process is Mobile friendly, if you have a resume on your phone it can be uploaded during the application process. If you do not, please apply using a desktop or laptop computer. If you do not have access to a computer, please contact your local library for free computer usage.

2. **Search for and locate a job(s) of interest either by scrolling through the current openings list or by using the Job Search feature-see screen shot below**
Positions are listed in the order they were posted-*not alphabetically*-but you can choose to sort by Job Title, Keywords, or the Req ID if you know the number of the posting you are looking for.

A screenshot of the 'Job Search' form on the Milwaukee County Human Resources website. The form has a dark green header with the text 'Job Search'. Below the header, there are two input fields: 'Job Title, Keywords, Req ID' and 'Location'. To the right of the 'Location' field is a dropdown arrow. Below these fields is a 'Search' button. At the bottom left of the form, there is a link for 'Advanced Search'.

You can also narrow your search by selecting **Advanced Search** by Pay Class (FT or PT) and/or by selecting a Department from the drop down options.

A screenshot of the 'Job Search' form with advanced search options. The form has a dark green header with the text 'Job Search'. Below the header, there are two input fields: 'Job Title, Keywords, Req ID' and 'Location'. To the right of the 'Location' field is a dropdown arrow. Below these fields is a 'Search' button. Below the search fields, there is a link for 'Hide Advanced Search'. Below that, there are two dropdown menus: 'Pay Class' with 'Full-time' selected and 'Department' with '4038 Criminal Justice Center' selected. Below these dropdowns is a 'Reset' button.

Note: There may be multiple pages of job listings; go to bottom of list to click on additional pages.

1 2 Next

3. Once you have located the position, click on the title to view additional job details. When you are ready, click on **Apply Now** in the lower left corner at bottom of detailed posting description just above the map



Other details

Job Family: 6 - Natural Resources/Parks and Recreation | Job Function: 5 Paraprofessionals | Pay Type: Salary | Min Hiring Rate: \$70,428.80

Max Hiring Rate: \$83,865.60 | Required Education: High School

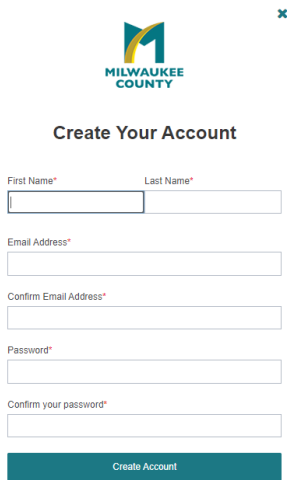
Apply Now

NOTE:

- If you are a returning applicant, sign into your profile using your email (the one you created the profile with) and password.
- You do NOT need to set up a profile to apply for a position; simply putting in your name and an email address allows you to apply as a guest user. *Only one application can be submitted per job per email; the system will not allow for duplicate emails for the same position.*
- If you do have a profile but do not remember your password, click on **Forgot Password?** and follow the steps to reset
- You must use the **email address** listed on your profile to receive the reset link.
 - If you do not receive the reset link within a few minutes, check your email's SPAM folder. Your inbox settings may be blocking this email.
- If you are unable to click on the password reset link once it is emailed to you, simply **highlight the link, copy the link, and then paste the link into the address bar** on your web browser.

The Milwaukee County Department of Human Resources cannot reset your password.

4. To create a new profile, see screen shot below, **make sure to fill in all areas completely and double check spelling. TIP**-write down email/password for future application submissions.



MILWAUKEE COUNTY

Create Your Account

First Name* | Last Name*

Email Address*

Confirm Email Address*

Password*

Confirm your password*

Create Account

You may encounter a security CAPTCHA step, please type the words as they appear on your screen or it will error out. If you do not see this step, your computer's operating system may be outdated, and you may need to use a different computer.



5. **Completing the on-line application:** You will have several pages to complete during the application process and each step requires you to hit NEXT at the end. You also have the option to Cancel to start over or Save to come back and complete the application at another time. If you hit SAVE, the system will prompt you to

create a profile at this time. If you do not create a profile at this stage, you will not have access to your partially completed application.

NOTE: If you Save and return later to complete the application, your final submission **MUST** be done **PRIOR** to the date and time the posting expires. Applications in process when the posting closes will error out and not allow you to submit.

While RESUMES are not required to complete the application page it is highly recommended as it greatly enhances our ability to validate your education and experience. Once you upload your resume it will automatically populate some of the application but may not format correctly so double check your sections and correct/update/format if necessary. If you do **NOT** upload a resume, it is expected you will fully complete all sections of the education/experience sections of the application to be considered. You can add or make changes to this area if necessary, throughout this process. You must complete the entire application process, including answering the questions if included, as part of the Civil Service exam requirements for each position. Your application/resume does **NOT** get shared or considered for positions other than the ones you specifically apply. You must submit an application for any position for which you want to be considered.

6. Submitting online application material:

- The average time to complete an online application depends on the complexity of the position and the number of qualifying questions you are required to answer. The total application process averages anywhere from 10 to 25 minutes.
- The applicant tracking system automatically logs users off when in idle for *60 minutes*. Any work not saved within the past 60 minutes cannot be recovered once the user is logged out.
- **The last page is for your acknowledgment/agree checkmark and where you complete the FINAL 'submit application.'** Upon submission, you will see a pop-up confirmation message and you will then receive an additional e-mail confirmation. Please check your SPAM folder if you did not receive this message.

Thank you for your interest in working for Milwaukee County!

[Milwaukee County Talent Acquisition Department](#)