

Online Employment Application Guide

**Audience:
Applicants (non-employees)**



Maricopa County

Step 1: Navigate to jobs.maricopa.gov

You will be directed to the County's Career Site. From here you can view current job openings by scrolling down the page or by selecting either of the "View All Jobs" navigation links.

The screenshot shows the Maricopa County Career Site homepage. At the top left is the logo for maricopa.gov. In the center is the Maricopa County seal and the text "YOUR CAREER IS HERE...". Below this is a "HUMAN RESOURCES" tab and a navigation bar with five circular icons: "BROWSE" (with a red arrow pointing to it), "VIEW ALL JOBS", "COMMUNITY & HEALTHCARE JOBS", "TECHNOLOGY JOBS", "JUSTICE & LAW ENFORCEMENT JOBS", and "GENERAL GOVERNMENT". Below the navigation bar is a large banner image of a welder with the text "VIEW ALL JOBS". To the right of the banner is a sidebar menu with "ACCOUNT LOGIN" at the top, followed by "MARICOPA COUNTY" and a list of links: "OVERVIEW", "VIEW ALL JOBS" (with a red arrow pointing to it), "COUNTY INTERNAL JOBS", "JUDICIAL INTERNAL JOBS", "ABOUT US", "BENEFITS", "DIVERSITY & INCLUSION", "OUR HIRING PROCESS", and "TESTIMONIALS". Below the banner is the text "MARICOPA COUNTY GOVERNMENT'S CAREER SITE" and a small paragraph: "Maricopa County is staffed by over 13,000 employees in more than 50 departments and..."

You can search the list of open competitive positions by keyword, job type or location (i.e. County department).

The screenshot shows the "MARICOPA COUNTY JOBS" search interface. It features a search form with three input fields: "Keyword", "Job Type" (with a dropdown menu showing "All Job Types"), and "Location" (with a dropdown menu showing "All Locations"). A "Search" button is located below the fields. Below the search form is a "View All Jobs" link. Below this is a table of job listings:

Administrator - Instructional Leadership Development	Education Service	\$33.44 to \$45.32/hour
Adoption Unit Supervisor/Analyst	Superior Court	\$21.45 to \$39.72/hour

Step 2: Click on the job title of the position you want to apply for.

Attorney - Prosecution (Part-time/Contract)	County Attorney	\$61,484.80 to \$126,339.20/year
Attorney - Senior Counsel (Civil Services Division)	County Attorney Civil	\$103,542.40 to \$146,244.80/year
Business Education Partnership Coordinator	Education Service	\$28.85 to \$39.29/hour
Business Integration Specialist ERP	Enterprise Technology	\$82,721.60 to \$116,979.20/year

Step 3: Review the job posting details.

JOB: BUSINESS INTEGRATION SPECIALIST ERP

JOB TITLE: Business Integration Specialist ERP

CLOSING DATE/TIME: Continuous

SALARY: \$82,721.60 - \$116,979.20 Annually

JOB TYPE: Contract/Full-Time

LOCATION: Phoenix,85003, Arizona

DEPARTMENT: Enterprise Technology

POSITION OVERVIEW

The Business Integration Specialist is responsible for the highest level of technology planning, development and support for the strategic implementation of the County's Enterprise Resource Management (ERP) system to ensure alignment with the needs of all County departments and the technology standards of OET. The Business Integration Specialist works closely with all County departments and project management to identify and develop solutions that enable business process improvement, enhance operational efficiency and improve customer service.

POSITION QUALIFICATIONS:

Minimum education and/or experience:

A BA or BS degree in Computer Information Systems, Computer Science, Business or Public Administration and twelve (12) years of IT experience, spanning a variety of IT disciplines which includes a minimum of five (5) years managing IT projects.

Preferred education and/or experience:

A Master's degree in Business with emphasis in Computer Information Systems, Management Information Systems or Public Administration is preferred plus background or prior experience working in state or local government.

ESSENTIAL JOB TASKS:

Develop and manage effective working relationships with other departments, groups and personnel with whom work must be coordinated or interfaced. Provide support to business owners and external groups in the development and use of the ERP system. Provide consulting support to enterprise customers to maximize technology investments. Participate in stakeholder and project meetings to study and prioritize specific business issues and incorporate them with the strategic technology plan for the project. Interact frequently with identified project stakeholders, including review of system integration and interfaces, to ensure the greatest level of enterprise efficiency. Prepare and support project reporting and communication, in coordination with the project managers, to maximize stakeholder understanding of project status. Provide a source of specialized expertise with ERP that can serve the needs of technical and business stakeholders. Build business cases and identify programs to measure benefits, particularly productivity-related, to ensure value is being added consistent with enterprise productivity goals for the project.

SELECTION PROCEDURE:

The Maricopa County Human Resources Department reserves the right to admit to the selection process only those candidates considered to be the most highly qualified. Those selected will be assessed based on evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a list provided by Human Resources. Typically, successful candidates are hired at a salary rate up to the midpoint of the range based on applicable experience, internal equity and budgetary allowances.

APPLICATION INSTRUCTIONS

Please click on the link below to apply for this position. A new window will open and direct you to apply online.

[Click Here to Apply with Maricopa County Arizona](#)

Step 4. Click here when you are ready to apply.

Step 5. If you have never created an account (i.e. submitted an employment application for a government entity that uses NEOGOV), click on “Create an account.”

The screenshot shows the Maricopa County job application interface. On the left is the Maricopa County logo and name. The main header is 'Business Integration Specialist' with 'Job Details' and 'Apply' buttons. Below the header, there are two links: 'Sign in to apply' and 'Create an account'. The 'Create an account' link is highlighted with a red arrow. Below these links are two input fields: '*Username' and '*Password', both with red arrows pointing to them. Below the input fields is a red 'Sign in' button. At the bottom, there are links for 'Forgot Username', 'Reset Password', and 'Help & Support'.

NOTE: If you have previously created a NEOGOV account you may login using your Username and Password and proceed to Step 6.

Step 5 (continued): To create a new account you will be prompted for the following information.

The screenshot shows the 'Create a new account' form. At the top, there are two links: 'Create a new account' and 'Sign in'. Below these are five input fields: '*Email' (with an information icon), '*Username', '*Password', '*Confirm Password', and '*What's 6 + 5?' (with an information icon). At the bottom is a red 'Create' button.

Step 6. You may begin the application process by importing your resume to auto-fill some of the necessary information or you may skip the step to manually fill in your information. The instructions that follow assume you skip the option to import or upload and instead it provides step-by-step instructions for completing your application after clicking “Skip this step.”

Business Integration Specialist

Job Details Apply

Warning! Your browser doesn't meet technical requirements of Online Application. You may experience some functional or performance issues. ✕

Import Your Resumé

Save time by importing your information into our system automatically

Transfer from LinkedIn
Use your LinkedIn resume information for your new profile. You can edit this info later.

Upload from Computer
Supported file types: .pdf, .doc, .txt

To manually fill in your information, you can [Skip this step](#)

- Resume
- Info
- Work
- Education
- Additional
- References
- Attachments
- Questions
- Review
- Submit

Note: Keep in mind that Maricopa County is application driven. All education, experience, certifications/licenses must be reflected in the appropriate sections of the application. So if you do opt to import your resume or transfer from LinkedIn to help auto-fill some of your information, be sure to proceed through all sections to verify and supplement any information added through the import process.

Step 7 >> General Information. By skipping the option to import information, you will be prompted to provide Contact, Personal and Preferences information. Select “Edit” to complete each section.

The screenshot shows a web application interface for a 'Business Integration Specialist' role. The top navigation bar includes 'Job Details' and 'Apply' tabs. A left sidebar contains a menu with options: Info, Work, Education, Additional, References, Attachments, Questions, Review, and Submit. The main content area is titled 'General Information' and contains three sections, each with an 'Edit' button and a red arrow pointing to an error message:

- Section 1:** 'Please fix the errors in the following section.' Below this are fields for Name, Address, Phone, and Email. The 'Edit' button is on the right.
- Section 2:** 'Please fix the errors in the following section.' Below this are fields for Driver's License, Driver's License State, Driver's License Number, Driver's License Class, Date of birth, Have proof of your legal right to work in the US?, and What is your highest level of education? (with the value 'No level specified'). The 'Edit' button is on the right.
- Section 3:** 'Are you willing to relocate?', Relocation Comments, What shifts are you available to work?, What type of job are you looking for?, What type of work will you accept?, and Objective. The 'Edit' button is on the right.

At the bottom right, there is a red 'Next' button.

TIP! Incomplete sections that require specific information will be flagged and must be fixed before proceeding to next section.

Step 7 >> General Information (continued). Enter required Contact information and click "Save." Repeat this step for Personal and Preferences subsections by clicking "Edit" for each.

Business Integration Specialist

Job Details | Apply

General Information

Contact Information

Name

First: M (Opt.): Last:
 This field is required

Former Last (Optional):

Address

Address Line 1:
 This field is required

Address Line 2 (Optional):

City:
 This field is required

State:
 Select a state
 Please select a state

Zip Code:
 This field is required

Country (Optional):
 Select a country

Phone

Primary (Optional): Primary Ext:

Alternate (Optional): Alternate Ext:

Email Address:

Save | Cancel

TIP! Fields that are required are highlighted and will need to be completed before saving .

Step 7 >> General Information (continued). Once all Contact, Personal and Preferences information is entered, the General Information section will appear similar to what is depicted here. Click “Next” to proceed.

Business Integration Specialist

Job Details Apply

General Information

Contact Information

Name: Jane Smith Edit

Address: 123 Anywhere
Phoenix, AZ 85000

Phone:

Email: Jane.smith@anywhere.com

Personal Information

Driver's License: Yes Edit

Driver's License State: Arizona

Driver's License Number: D123456

Driver's License Class: D

Date of birth:

Have proof of your legal right to work in the US?: Yes

What is your highest level of education?: High School

Preferences

Are you willing to relocate?: No Edit

Relocation Comments:

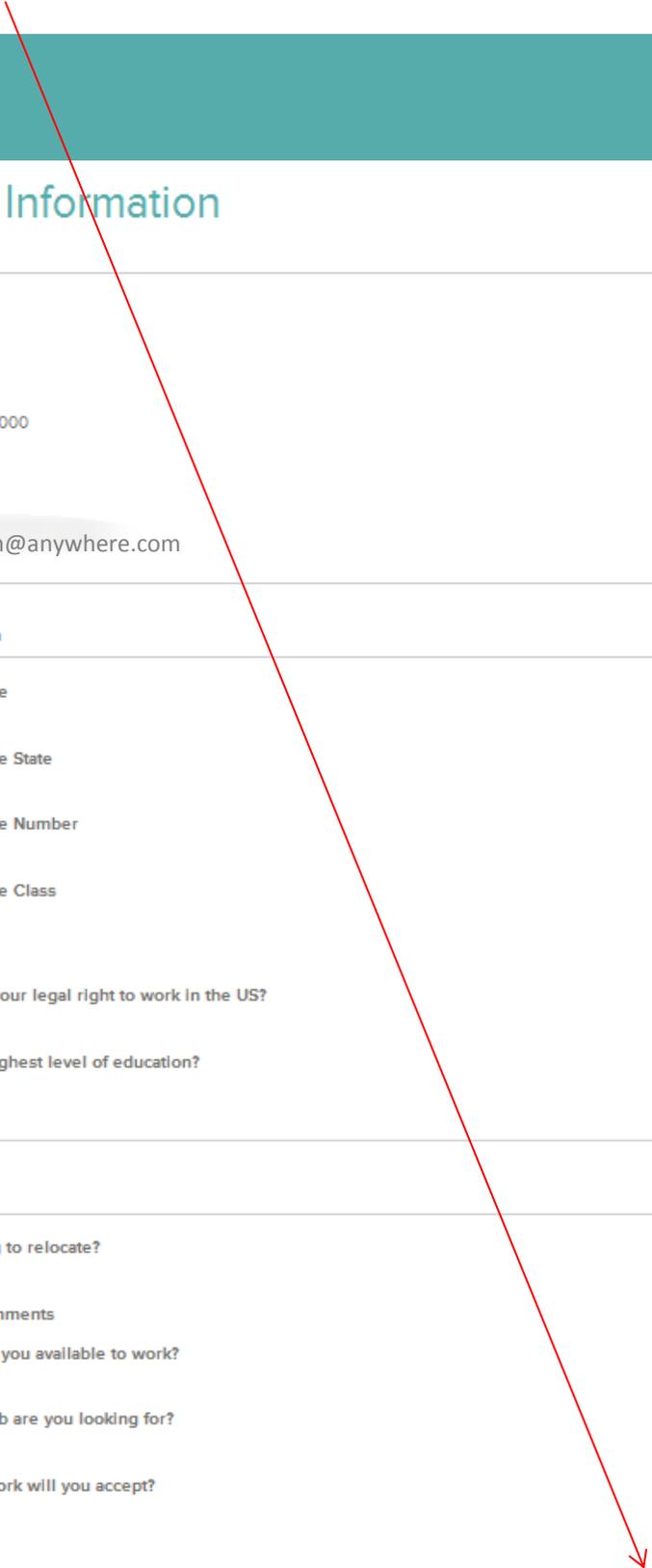
What shifts are you available to work?: Day

What type of Job are you looking for?: Regular

What type of work will you accept?: Full Time

Objective:

Next



TIP!
Incomplete flags are removed once you have completed all required fields.

Step 8 >> Work. The Work Experience page will appear after successfully completing General Information. Complete the Work Experience section to the best of your ability.

Business Integration Specialist

Job Details Apply

Info Work Education Additional References Attachments Questions Review Submit

Work Experience

[+ Add work experience](#) Next

Company/Agency Name *

Address

City *

State *
Select a state

Zip Code Country
Select a country

Phone Website

May we contact this employer?
 Yes No

Position Title * Hours/Week *

Monthly Salary Employees Supervised

Start Date
Month * Year *
Select Month Select Year

End Date
Month * Year *
Select Month Select Year

Reason for Leaving

Include your work history by clicking "Add Work Experience."

TIP!  Completed sections are marked finished as you make progress.

Note: Fields with an asterisk "*" are required.

Don't forget to "Save." → Save Cancel

Step 8 >> Work (continued). Once you have successfully completed the Work Experience section to the best of your ability, individual jobs listings will appear as depicted here. Use this opportunity to verify information entered and edit if needed. Click “Edit” if changes are necessary.

Business Integration Specialist

Job Details Apply

Info ✓

Work

Education

... Additional

References

Attachments

Questions

Review

Submit

Work Experience

+ Add work experience

<p>Company/Agency Anytown Agency</p> <p>Address 4321 New Street Phoenix, AZ 85000</p> <p>Phone (602) 999-1111</p> <p>Website</p> <p>Position Business Analyst</p> <p>Hours/Week 40</p> <p>Monthly Salary</p> <p>Employees Supervised 0</p> <p>Dates February 2012- Present</p> <p>Supervisor John James, Integration Manager</p> <p>Reason For Leaving Seeking additional challenges and opportunity to develop new skills.</p> <p>May we contact this employer? Yes</p> <p>Duties Summary Detailed list of tasks and duties that reflect responsibilities and qualifications.</p>	<p>Edit</p>
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Next

After successfully adding current employment, click “Add Work Experience” again, and as many times as needed, to list additional work history.

Click “Next” after all work history has been entered.

TIP! Help our Recruiters screen your application by ensuring you have entered all relevant work history – don’t forget to provide detail in the duties summary for each job!

Step 9 >> Education. The Education section will appear after successfully completing Work Experience section. Complete the Education section to the best of your ability. Start with your High School Diploma or GED, if applicable, and end with your highest degree completed.

Include your **complete** education history by clicking "Add Education."

The screenshot shows the 'Education' section of a job application for a 'Business Integration Specialist'. The sidebar on the left has a 'Job Details' tab and a list of sections: Info, Work (7), Education (highlighted with a checkmark), Additional, References, Attachments, Questions, Review, and Submit. The main form area has an 'Add Education' button. Below it is a form for entering school information with the following fields:

- School Name**
- Type *** (dropdown: Select a type)
- Name *** (text input)
- City *** (text input) and **State *** (dropdown: Select a state)
- Country** (dropdown: Select a country)
- Website** (text input)
- Major/Minor** (text input) and **Degree *** (dropdown: Select a degree)
- Units Completed** (text input) and **Unit Type** (dropdown: Select a unit type)
- Start Date** (Month: Select Month, Year: Select Year)
- End Date** (Month: Select Month, Year: Select Year)
- Did you graduate?** (radio buttons: Yes, No)

At the bottom, there is a note: 'Fields marked with an asterisk (*) are required' and two buttons: 'Save' and 'Cancel'.

TIP!  Completed sections are marked finished as you make progress.

Note: Fields with an asterisk "*" are required.

Step 9 >> Education (continued). Once you have successfully completed the Education section to the best of your ability, information entered will appear as depicted here. Use this opportunity to verify information entered and edit if needed. Click “Edit” if changes are necessary.

Business Integration Specialist

Job Details Apply

Education

+ Add Education

School Name
Anytown High School Edit

Type
High School

Address
Phoenix, AZ

Website

High School Highest Education Level
12

Degree
High School Diploma

Dates
August 1984-May 1987

Did you graduate?
Yes

Received

Next

After successfully adding your Diploma or GED, click “Add Education” again, and as many times as needed, to list additional education.

Click “Next” after all education has been entered.

TIP! Help our Recruiters screen your application by ensuring your education history is complete. Enter all degrees, all levels of education – high school to graduate degrees – don’t leave anything out!

Step 10 >> Additional. The Additional Information section will appear after successfully completing the Education section. Complete the Additional Information section to the best of your ability. Start by adding any Certifications and Licenses, if applicable. This is also the section to list particular Skills (e.g. language, etc.).

Business Integration Specialist

Job Details Apply

Additional Information

Certificates and Licenses

+ Add certificate and license

Skills

+ Add skills

Typing speed
Data Entry Edit

Languages

+ Add language

Supplemental Information

+ Add supplemental information

Next

TIP!  Completed sections are marked finished as you make progress.

Add Certificates, Licenses, Skills, Languages or other supplemental information by clicking “Add” for the applicable application subsection.

Click “Next” after all additional information has been entered.

TIP! This section may or may not pertain to your application. If it does, help our Recruiters screen your application by ensuring you have listed required information (e.g. attorney bar license, Spanish skills)!

Step 11 >> References. The References section will appear after successfully completing the Additional Information section. Complete the References section to the best of your ability.

Business Integration Specialist

Job Details Apply

Info

Work (1)

Education (2) ✓

... Additional ✓

References

Attachments

Questions

Review

References

+ Add Reference

Include the names and contact information of personal or professional references by clicking “Add Reference.”

TIP!  Completed sections are marked finished as you make progress.

After adding references, the listings will appear as depicted here. Click “Edit” if corrections are needed.

Reference Type
Professional

Name
JaneDoe
Integration Director

Address
4444 West Town
Phoenix, AZ 85000

Phone
(602) 888-9999

Email

Edit 

Note: While it is recommended to include references on the application, it is not required.

Click “Next” after all references have been entered.

Next 

Step 12 >> Attachments. The Attachments section will appear after successfully completing the References section.

Business Integration Specialist

Job Details Apply

Click “Add Supplemental Attachment.”

Info

Work (1)

Education (2) ✓

... Additional ✓

References (1) ✓

Attachments

Questions

Review

Submit

TIP! ✓
Completed sections are marked finished as you make progress.

Attachments

Supported file types: doc, docx, pdf, tiff, tif, jpeg, jpg, rtf, txt

+ Add supplemental attachment

* Required attachments must be provided before submission

Next

Follow the instructions to upload or drag/drop a file in one of the accepted format types.

Supported file types: doc, docx, pdf, tiff, tif, jpeg, jpg, rtf, txt

Choose attachment type

You can click upload button or drag and drop a file into this box to start uploading

Upload

+ Add supplemental attachment

Next

Click “Next” after all references have been entered.

NOTE! Resumes are not accepted in lieu of completing the online application. Furthermore, education, work history or any other information included *only* in the resume section will not be considered when determining your qualifications. All applicants **MUST** complete the required sections of the online application in order to be considered.

Step 13 >> Questions. The Questions section will appear after successfully uploading any files in the Attachments section. Review and **thoroughly** respond to all Agency and Supplemental Questions. Please note that questions with an asterisk “*” are required.

Business Integration Specialist

Job Details Apply

Info

Work (1)

Education (2) ✓

... Additional ✓

References (1) ✓

Attachments ✓

Questions ✓

Review

Submit

Agency Questions

The purpose of the following questions is to assist in determining your suitability for employment with Maricopa County. False or incomplete information may result in the removal of your application from further consideration and/or disciplinary action up to and including dismissal.

*01 For most jobs with Maricopa County, applicants must be at least 18 years of age. However, there are some positions mandated by state or federal law that require more specific minimum age requirements. Please specify your age below:

- At least 21 years of age.
- At least 20 years and 6 months, but less than 21 years of age.

Supplemental Questions

Information provided in response to the supplemental questionnaire may be used to determine your eligibility for this position. Be sure that all sections of the online application and the supplemental questionnaire are both accurate and complete. Please be aware that work history and job duties listed in response to the supplemental questionnaire must be consistent with the information provided in your online application. Furthermore, education, work history or job duties listed in response to the supplemental questionnaire which are not consistent with the online application may not be considered.

*01 Please identify your highest level of education COMPLETED.

- Doctorate degree.
- Master's degree.
- Bachelor's degree.
- Associate degree.

TIP!  Completed sections are marked finished as you make progress.

Click “Proceed to Review” after all questions have been answered.

Proceed to review

Step 14 >> Review. After you've completed the Questions section, you will be taken to the Review page that will allow you to verify all sections of your application. Click on "Edit" to modify information entered or to add additional information.

Business Integration Specialist

Job Details Apply

Info

Work (1)

Education (2) ✓

... Additional ✓

References (1) ✓

Attachments ✓

Questions ✓

Review

Submit

General Information

All fields are required unless they are marked (Optional)

Contact Information

Name Jane Smith Edit ✎

Address 123 Anywhere
Phoenix, AZ 85000

Phone

Email Jane.smith@anywhere.com

Personal Information

Driver's License Yes Edit ✎

Driver's License State

Click "Proceed to Certify and Submit" after all reviewing your application.

Proceed to Certify and Submit

NOTE! Be sure to review all sections of the application to ensure the information is accurate and complete. If sections are incomplete, go back to the appropriate sections of the online application and update accordingly. IN MOST CASES APPLICATIONS WILL BE REMOVED FROM FURTHER CONSIDERATION WHEN REQUIRED SECTIONS/FIELDS ARE INCOMPLETE.

Step 15: Read the Certify & Submit disclosure page.

Click "Accept & Submit" to acknowledge your understanding.

Certify & Submit



If you wish to review your information, you may navigate back to any area using the circle-steps above. When you have confirmed your information, click the Accept button to send your application to Maricopa County.

After you have submitted your application, you will receive an e-mail confirming the receipt of your application.

Information included on your application will be used in the candidate evaluation process and, as such, will be assumed to be a snapshot of your credentials at the time of submission.

By clicking on the Accept button, I certify that all information given by me in this application is true. I understand that false information (misrepresentation or omission of information) is a basis for disqualification or dismissal. I have read the job posting and agree to the conditions established therein. I authorize investigation of all information provided. I authorize Maricopa County and the Judicial Branch of Arizona in Maricopa County to contact current and previous employers if I am one of the top candidates. I further authorize current and former employers to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damages that may result from furnishing such information. I acknowledge that Maricopa County reserves the right to conduct background checks on all employees. I further acknowledge that some positions require detailed background investigations as part of the pre-employment process and that additional information/consent may be required in later stages of the selection process.

Maricopa County and the Judicial Branch of Arizona in Maricopa County are not responsible for the accuracy of the data provided and shall not be liable for any errors (factual, transposition, or otherwise) contained in the information you provided on your application. This employer complies with all applicable federal and state laws governing recruitment and hiring, including ARS 23-211 et seq. (E-Verify).

Decline

Accept & Submit

CAUTIONARY NOTE!

Certify & Submit

Enter your initials to acknowledge that you have skipped the following section(s):

- Work Experience
- Education

Initials



If the Certify & Submit page contains this notice at the top of the page requesting you enter your initials to acknowledge that you have skipped the Work Experience or Education sections of the online application, stop and return to the listed sections to update accordingly. APPLICATIONS WILL BE REMOVED FROM CONSIDERATION WHEN REQUIRED SECTIONS/FIELDS ARE INCOMPLETE.

You will receive the confirmation below once your application has been submitted.



Application Submitted!

Successfully submitted on 1/31/2014 at 5:21 PM Arizona

You can check the status of this application by visiting "[Applications](#)" in the main menu bar.



Thank you for allowing Maricopa County to consider your qualifications. The information provided in your application will be used to determine your eligibility for further consideration. You may view the status of your application in "real time" by returning to your job seeker account and reviewing the application status area.

For information on the selection procedure used for this particular recruitment, please review the job announcement.

NOTE: Maricopa County reserves the right to utilize telephone, mail or e-mail in order to schedule/notify applicants during the selection process. It is your responsibility to ensure that your contact information is accurate at all times. If your contact information has changed, please call the Employment Services Division at 602-506-3755 during normal business hours of 8 AM to 5 PM (MST), Monday through Friday (excluding legal holidays).

Tip! If you would like to print a copy of the application, visit the "Applications" portion of your account, selecting the applicable job title to open the application, and look for print icon.



End of Instructions.