



CITY OF  
**ELK GROVE**

— PROUD HERITAGE. BRIGHT FUTURE. —

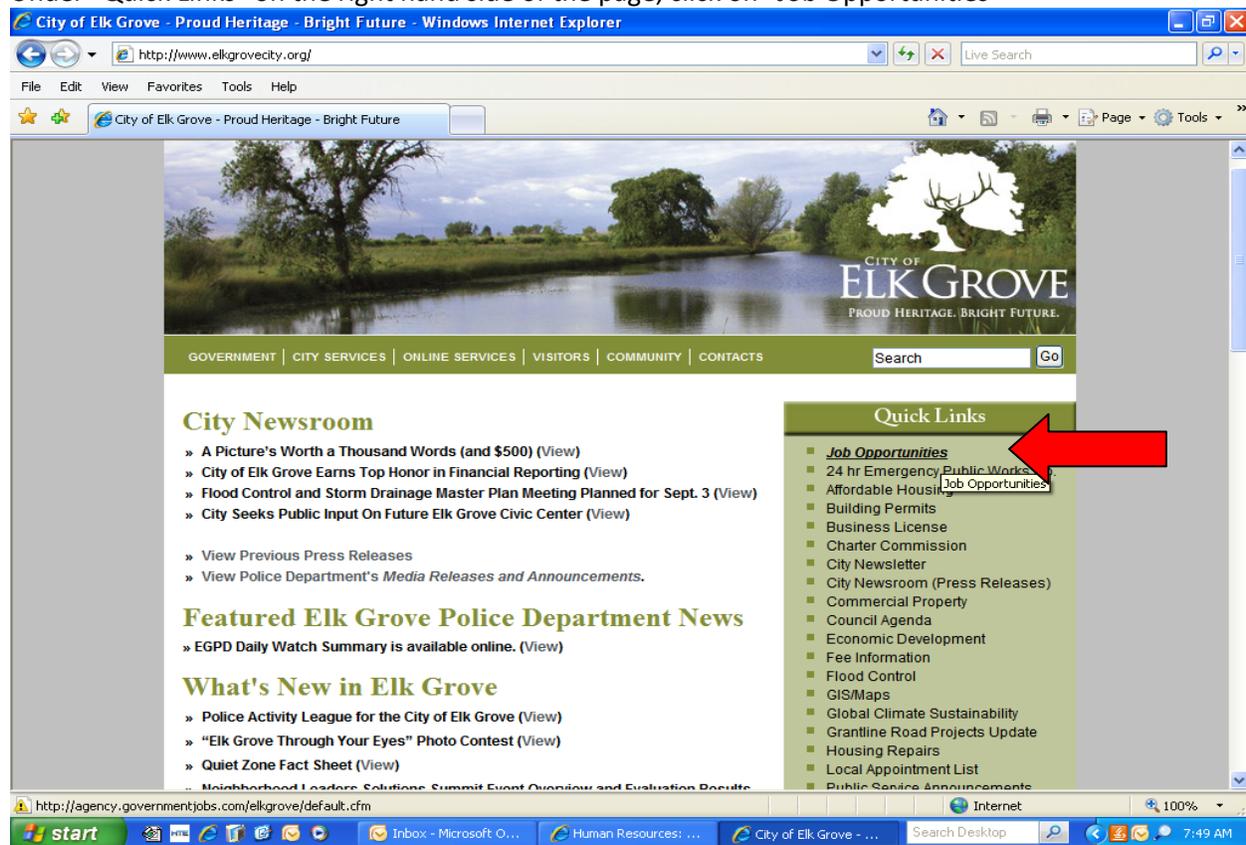
**Guide to Accessing Job Opportunities  
And  
Completing Applications**

This job application guide book has been created to assist you with applying for a position using the automated application process. If, after reviewing this document, or if you are an individual with a disability, and you need further assistance, you may contact human resources personnel to obtain additional help.

*Please note that while working in the system, if you leave your computer and do not return for a period of time, you may lose any unsaved work. Therefore, it is always a best practice to **save work in progress** if something is going to distract you from completing your application*

Please call 683-7111 for further assistance.

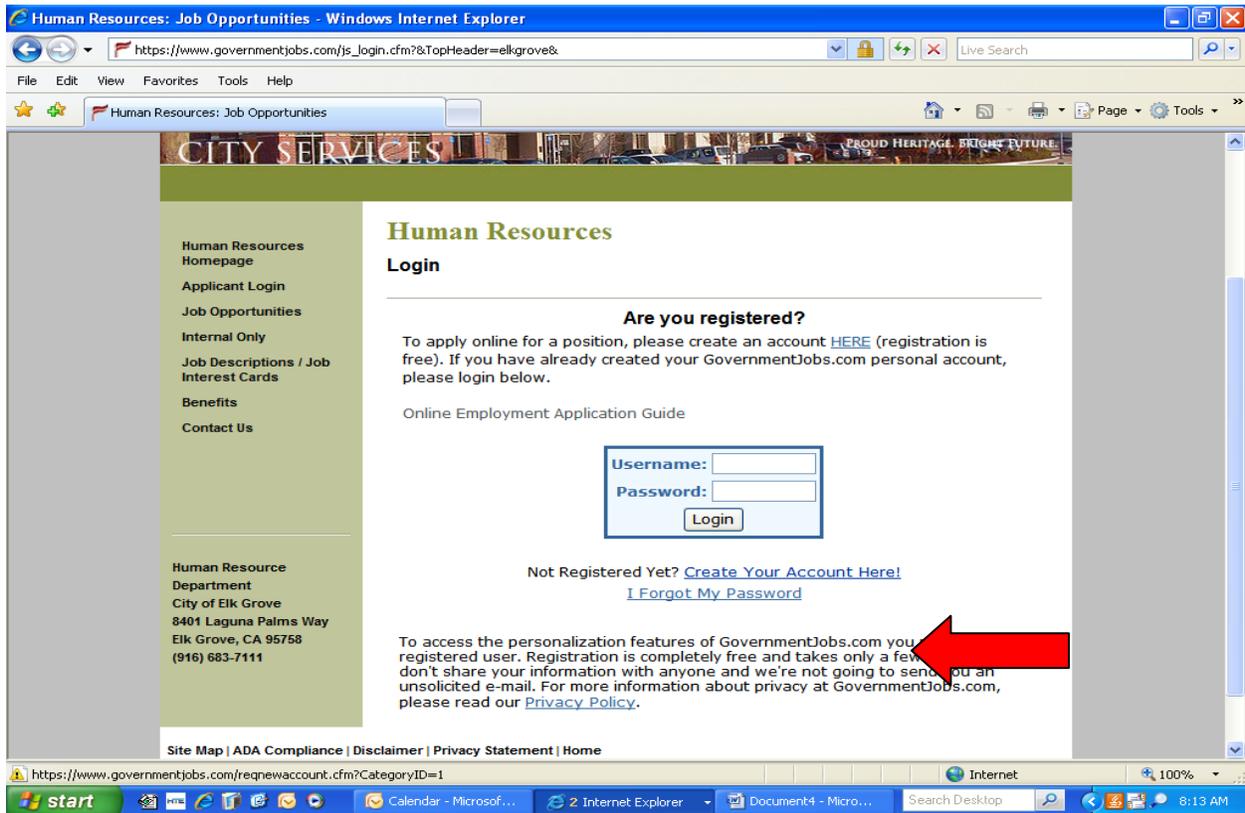
After turning on computer and opening up the Internet Explorer, insert: [www.elkgrovecity.org](http://www.elkgrovecity.org)  
Under “Quick Links” on the right hand side of the page, click on “Job Opportunities”



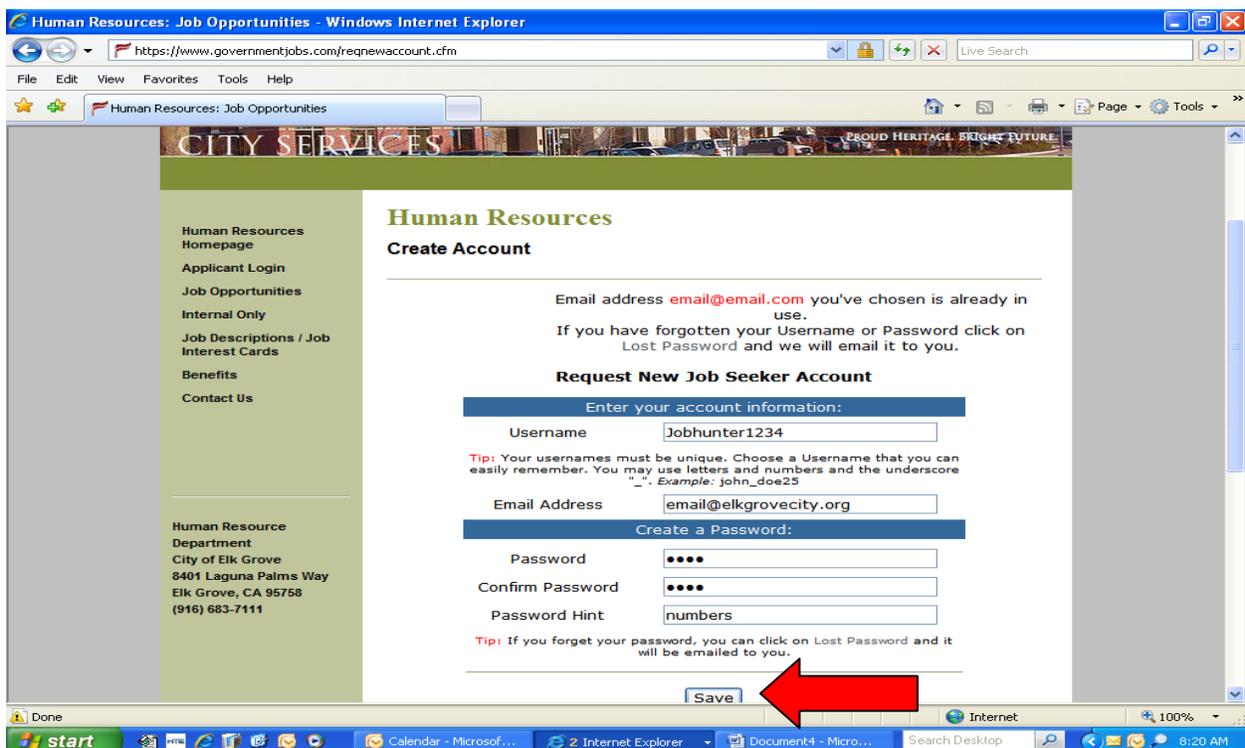
You will be taken to the City of Elk Grove’s Human Resources Job Opportunities Page. On the left hand side of the screen, click on “Applicant Login”



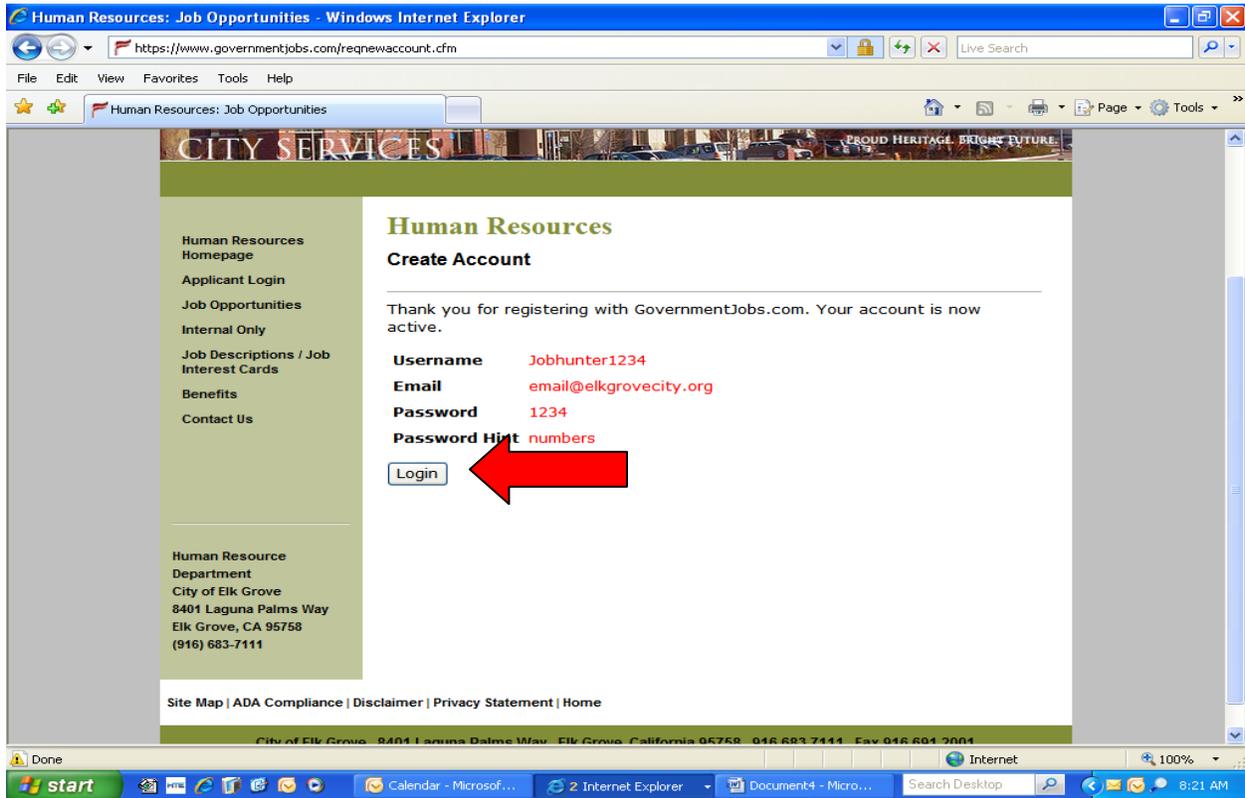
In order to apply for a position, you must create a Login which includes your user name and a password. Click on "Create Your Account Here!" button. NOTE: Remember to write this information down and keep it in a safe place for you to access when applying for City positions.



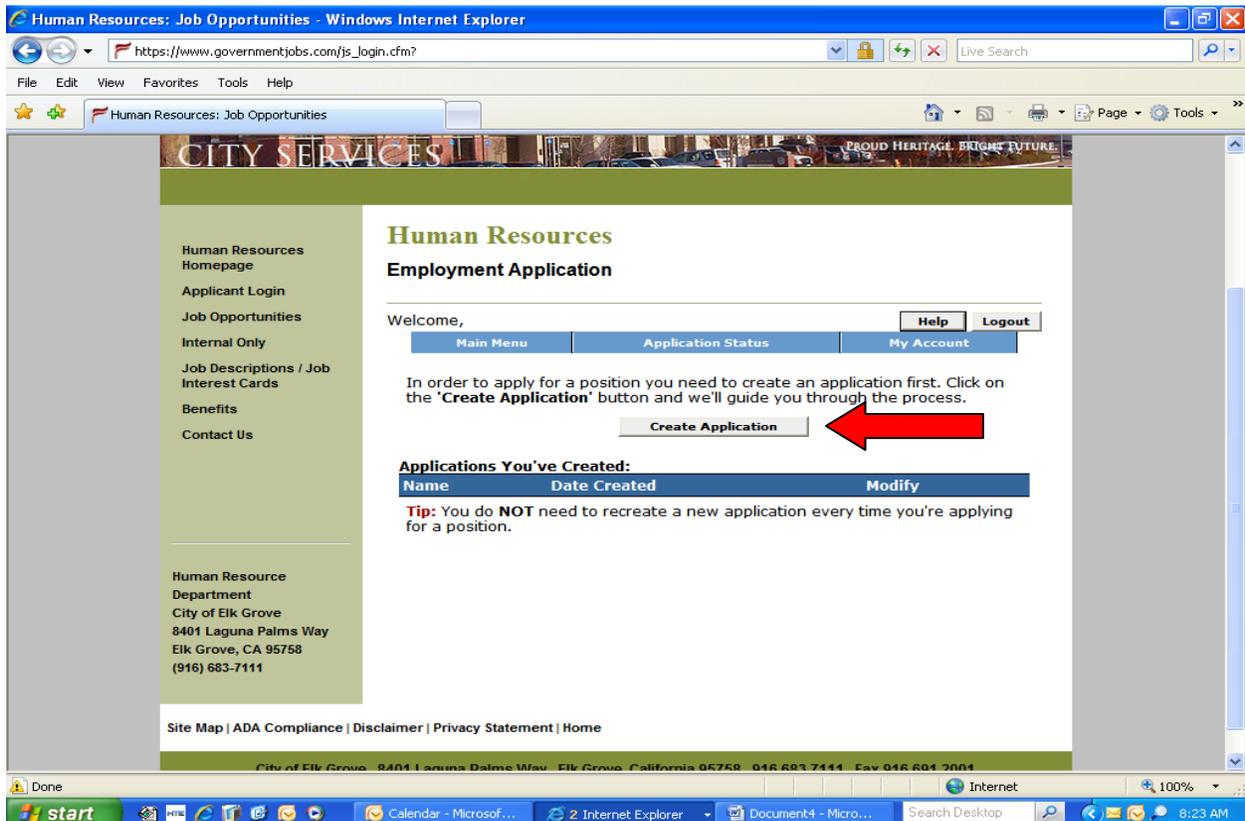
Once you have filled in the fields, hit save. Your screen will display your username, password, email and password hint. You will only have to create one login.



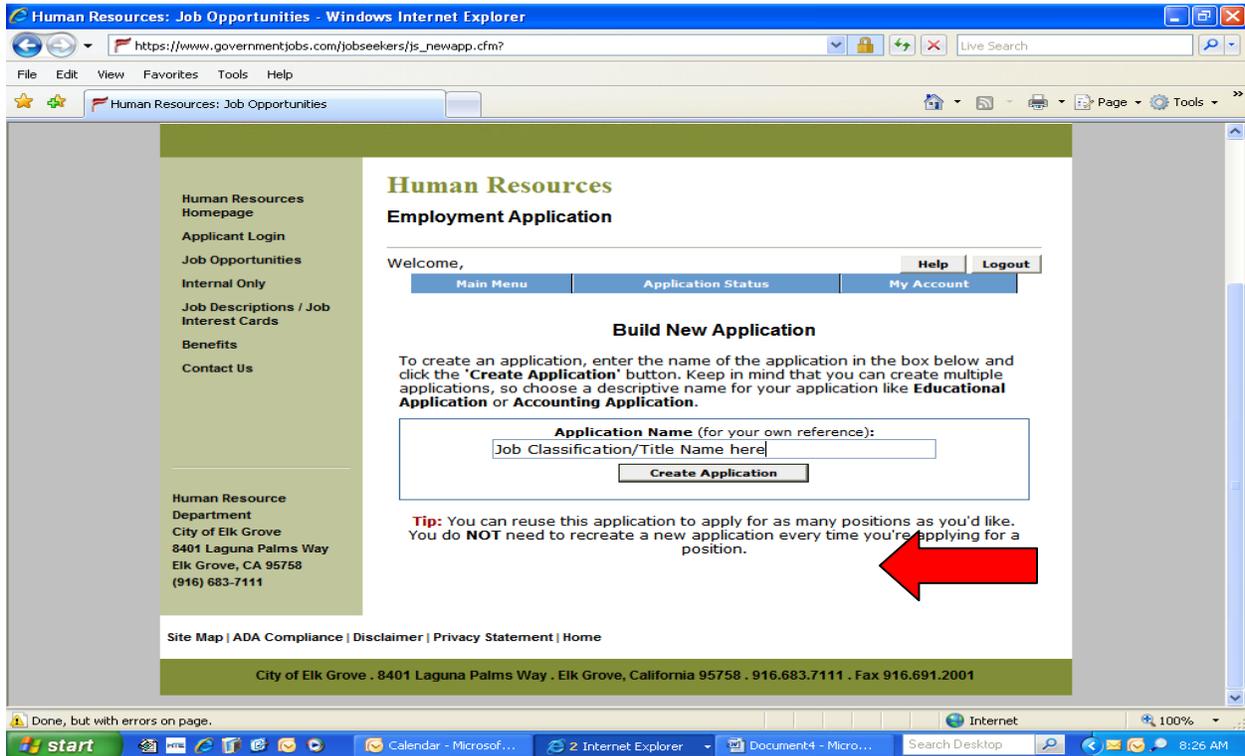
You may choose to login to the system and create your application, or you may choose to browse current job openings. In order to create an application, click "Login." Fill in your username and password with the information you just created and click "Login."



On the Employment Application Page, click on the "Create Application" button in the center of the page.  
**Creating an application:**

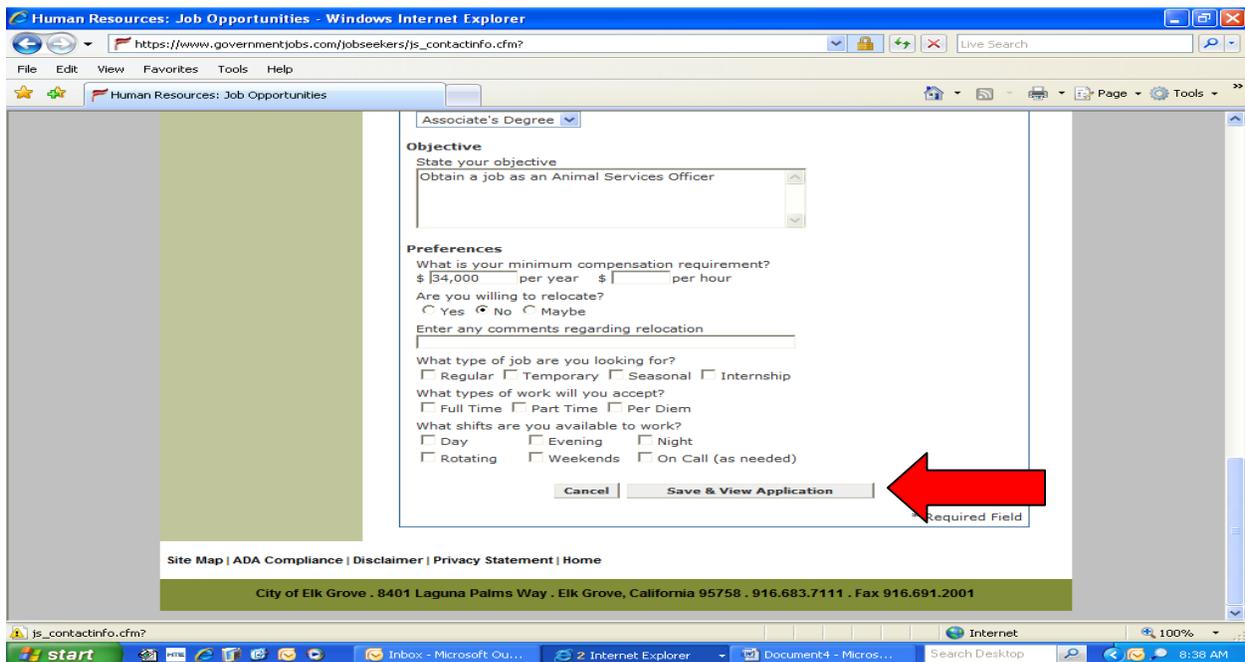


You will be asked to create a name for your job application. NOTE: It may be helpful to name each application by the job title you are applying for. This will help you track the different applications you submit.

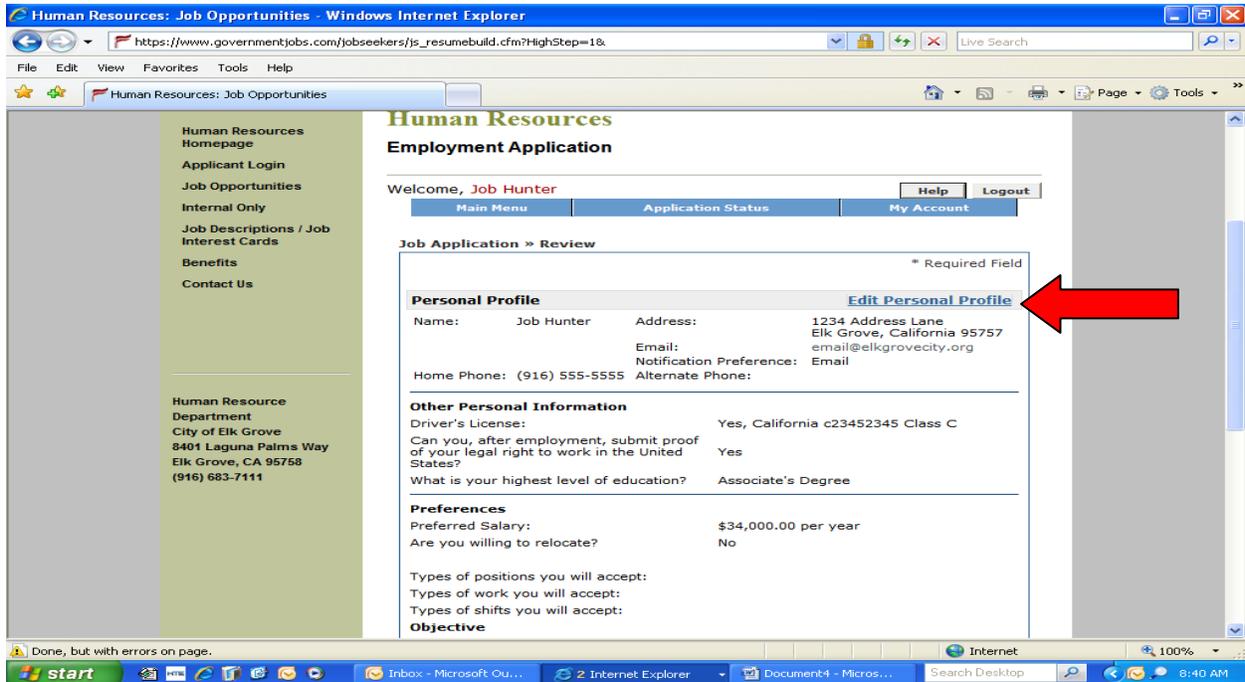


Input your personal information as requested. NOTE: Be complete and double check your work as this information will be used to send information to you. An incorrect email address will result in the inability of the City to contact you for job openings you may be qualified for.

After inputting your information click the "Save & View Application" button at the bottom of the page. NOTE: If you have failed to input required information, the system will give you an error message. If this should occur, review your information to make sure you have answered or completed all required information and then click the "Save & View Application" button again.

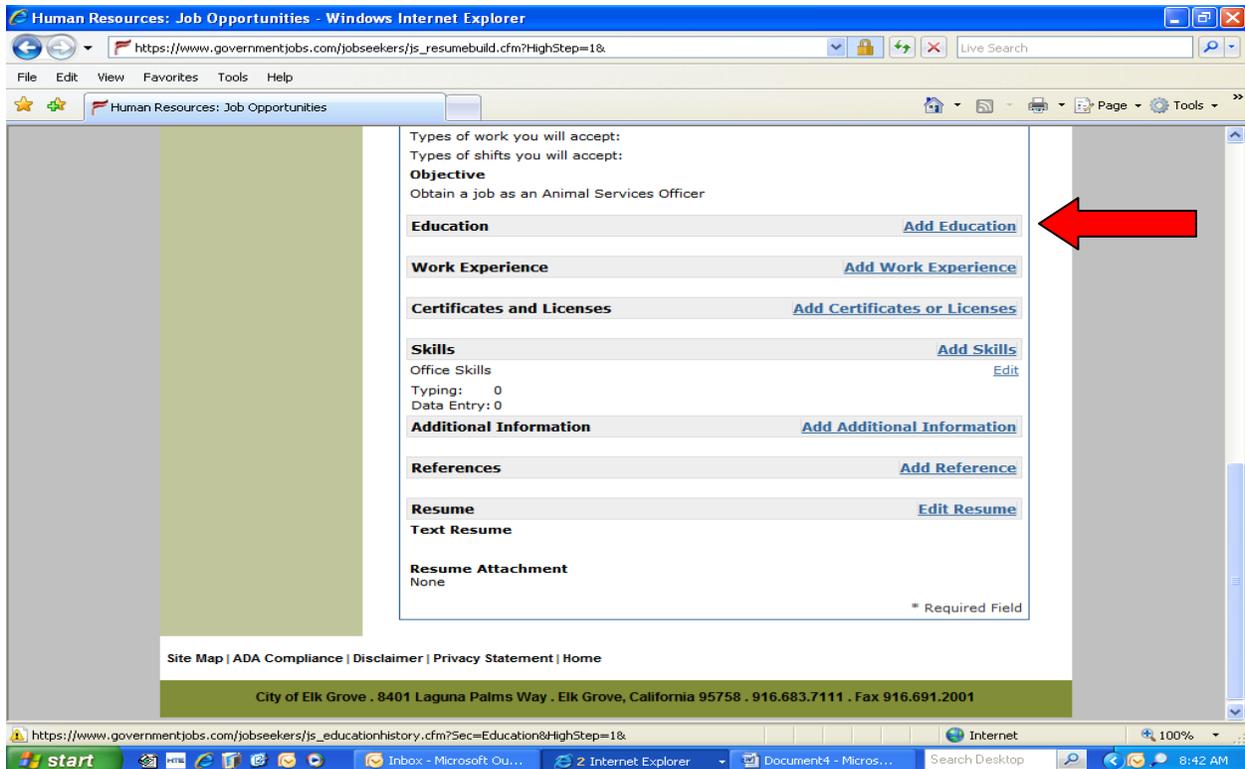


You will be given an opportunity to review your personal profile (personal information) again and to make changes, if necessary, by selecting the “Edit Personal Profile” button on the right hand side of the screen.



If your information is correct, you may now start building your education and work history and information into your application. For each of the selections, on the right side of the screen, you will see blue text that allows you to add information, such as: “Add Education” or “Add Work History.” Click on these sections and input relevant information.

NOTE: If you are attaching a resume, the City’s policy is that a resume does not take place of a completed application. Failure to complete an application will be grounds for rejecting an application.



After inputting your information into each of the sections, you may click “Save & View Application.”

Human Resource Department  
City of Elk Grove  
8401 Laguna Palms Way  
Elk Grove, CA 95758  
(916) 683-7111

College: [Dropdown]  
\* Name of School: CSUS  
School Web Site: [Text]  
\* City: Sacramento  
\* State: California  
Country: US  
Start Date (Month/Year): September / 2004  
End Date (Month/Year): July / 2008  
Did you graduate?  Yes  No  
College Major/Minor: Communications  
Units Completed: 112  Semester  Quarter  
\* Degree Received: == Select Degree Received ==

Buttons: Cancel, Save & View Application, Save & Add Another

\* Required Field

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If you have additional information, click “Save & Add Another.” If you click “Save & View Application,” you will be able to see the information you input. If you need to add additional information, you may do so by clicking on the “add” buttons on the right side of the screen. As you continue to update your information, your application will be built. NOTE: The more detailed with work history, the easier it will be to determine if you have the desired skills needed for the position. Remember to review you’re the information being input as it may reflect your qualifications or attention to detail.

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Driver's License: Class C  
Can you, after employment, submit proof of your legal right to work in the United States? Yes  
What is your highest level of education? Associate's Degree

**Preferences**  
Preferred Salary: \$34,000.00 per year  
Are you willing to relocate? No

Types of positions you will accept:  
Types of work you will accept:  
Types of shifts you will accept:

**Objective**  
Obtain a job as an Animal Services Officer

**Education** [Add Education](#)  
College: CSUS  
9/2004 - 7/2008  
Sacramento, California  
Did you graduate: No  
College Major/Minor: Communications  
Units Completed: 112  
Semester  
Degree Received: No Degree

**Work Experience** [Add Work Experience](#)  
Animal Services Officer  
8/1995 - 4/2008  
Kent County  
Warwick, Rhode Island 02889  
Hours worked per week: 40  
Monthly Salary: \$2,200.00  
Name of Supervisor: Bob - Animal Services Supervisor  
May we contact this employer? Yes

**Duties**  
Make routine animal welfare checks, issue citations, make oral presentationst to community members, quarantine animals, enforce regulations

**Reason for Leaving**  
Relocated

You are now ready to apply for a job. Click on "Job Opportunities" on the left hand side of the screen to see what jobs are available.

To review a job description to see if you are qualified, click on the title of the job, such as "Accounting Technician."

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After your account is established, you can create an online application by clicking on the "Build Job Application" link. This application can be saved and modified for each job opening you apply for, saving you valuable time!

On line job applications are stored on a secure site and only authorized employees have access to the information submitted.

**Applications must be submitted by 5:00 p.m. Pacific Time on the final filing date listed. The application must be fully completed to be accepted. Resumes do not substitute for a fully completed application.**

If no job vacancies exist in a position you are interested in, you may submit a online job interest notification request or you can request individual job notifications by title or job category.

Thank you for your interest in employment with the City of Elk Grove!

[Print this page](#)

3 records found.  
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Position	Emp. Type	Salary	Filing Deadline
<a href="#">Accounting Technician</a>	Full-time	\$2,931.50 - \$3,811.00 monthly	09/24/08
Administrative Assistant	Full-time	\$2,916.50 - \$3,822.92 monthly	09/17/08
Transit System Manager	Full-time	\$6,094.42 - \$8,532.17 monthly	09/17/08

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City of Elk Grove . 8401 Laguna Palms Way . Elk Grove, California 95758 . 916.683.7111 . Fax 916.691.2001

If you meet the minimum qualifications and are interested in the job, click on the "Apply" button on the right side of the screen.

Internal Only  
Job Descriptions / Job Interest Cards  
Benefits  
Contact Us

Human Resource Department  
City of Elk Grove  
8401 Laguna Palms Way  
Elk Grove, CA 95758  
(916) 683-7111

NEOGOV

Job Title: **Accounting Technician**  
Closing Date/Time: Wed. 09/24/08 5:00 PM Pacific Time

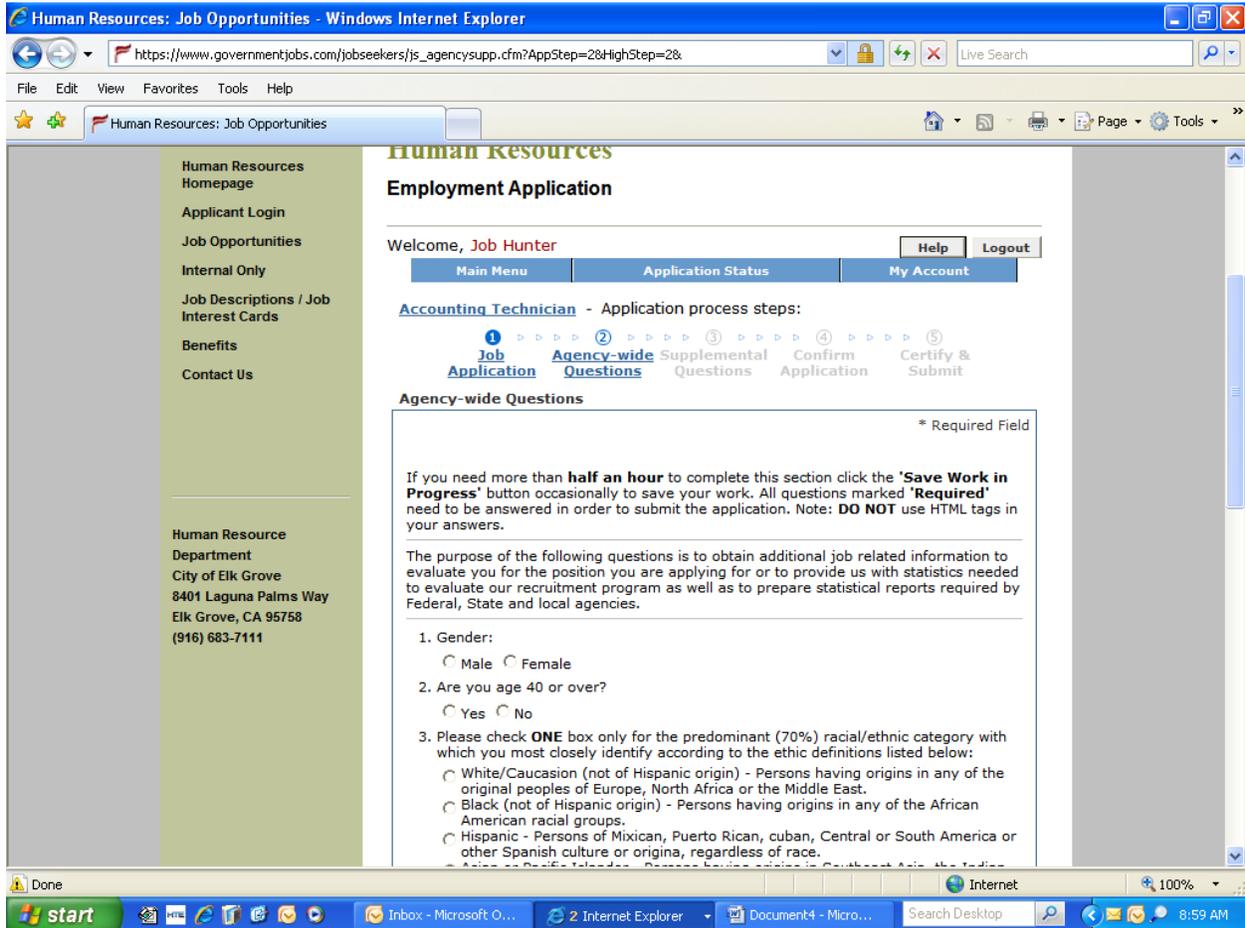
Salary: \$16.91 - \$21.99 hourly  
\$1,353.00 - \$1,758.92 biweekly  
\$2,931.50 - \$3,811.00 monthly  
\$35,178.00 - \$45,732.00 annually

Job Type: Full-time  
Location: 8401 Laguna Palms Way, Elk Grove, Ca 95758, California

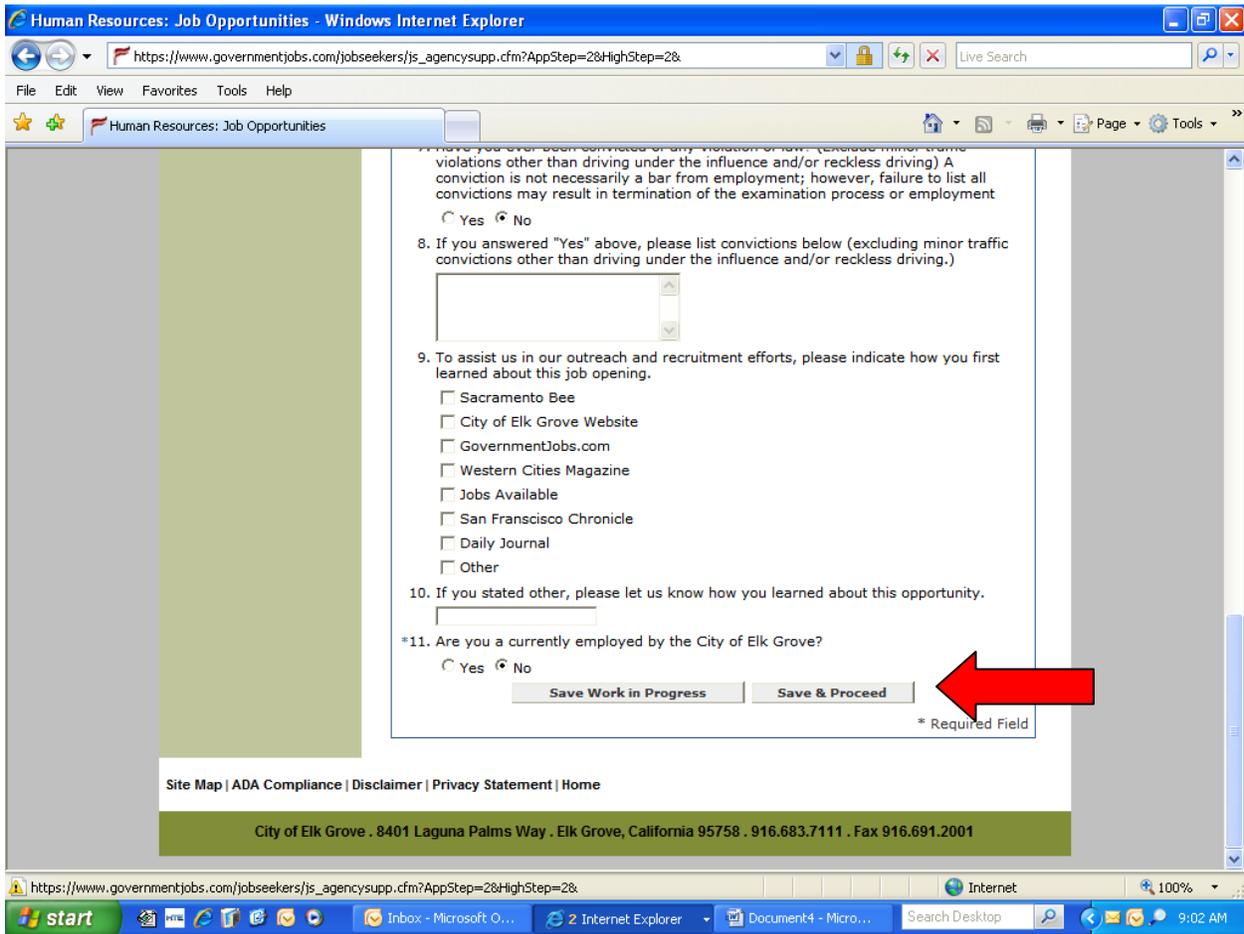
[Print Job Information](#) | [Apply](#)

Description	Benefits	Supplemental Questions
Under the direct supervision of the Accounting Manager, this position performs complex and difficult account entry and record keeping work in the maintenance of financial accounts and records; assists in the preparation of financial reports and analyses.		
<b>Representative Duties:</b>		
<ul style="list-style-type: none"><li>• Compiles financial data and prepares financial reports and analyses.</li><li>• Performs difficult account record keeping work, including the maintenance of journals, general ledgers and the operations of computer equipment.</li><li>• Prepares quarterly financial reports as required by funding sources.</li><li>• Prepares annual TDA Claim.</li><li>• Prepares monthly bank reconciliation in accounting software.</li><li>• Monitor grants given to community agencies for proper reporting.</li></ul>		

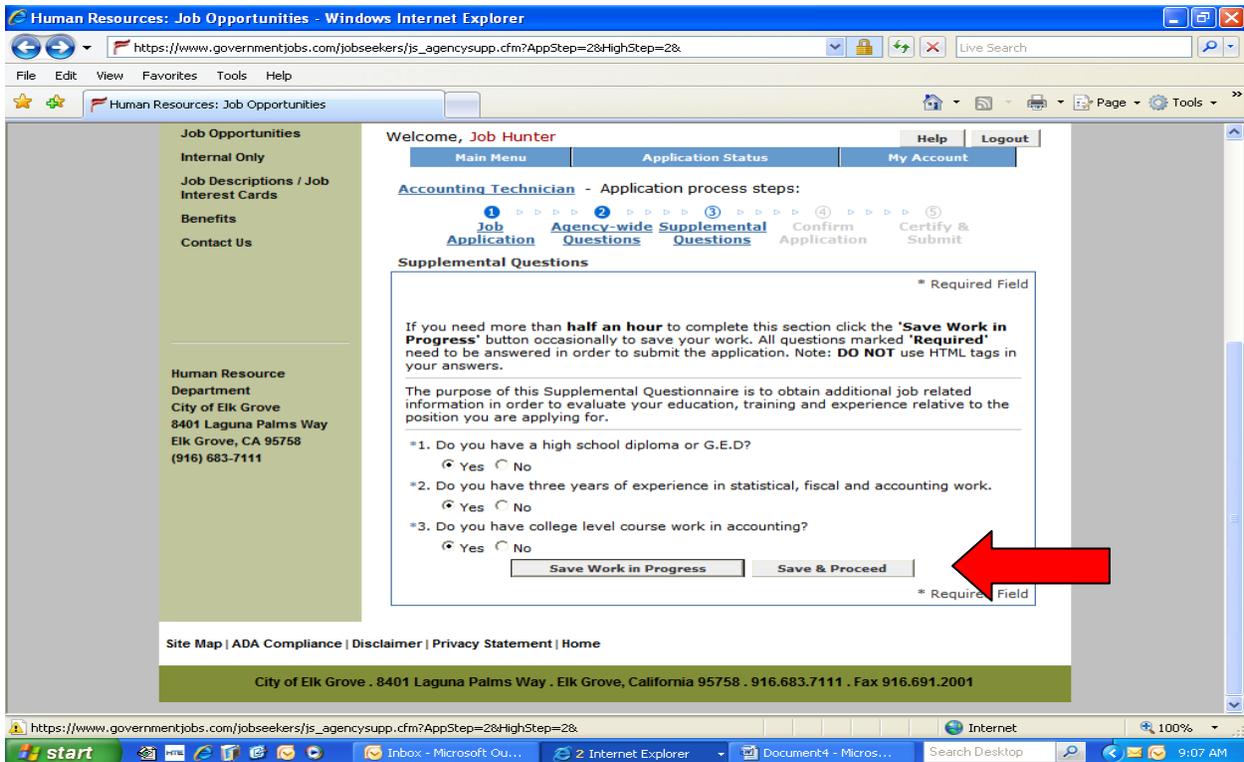
You will be asked to complete a series of “Agency-wide Questions.” These questions include Equal Employment Opportunity related questions, which the City’s Human Resources Department uses for statistical purposes, and questions regarding criminal history and relationships to other City employees, which may be used in making employment decisions.



When you have completed the responses to your questions, you may hit “Save & Proceed” or “Save Work in Progress.” *Please note that while working in the system, if you leave your computer and do not return for a period of time, you may lose any unsaved work. Therefore, it is always a best practice to **save work in progress** if something is going to distract you from completing your application.*



Some positions will have required "Supplemental Questions" for all applicants to respond to. Please answer all supplemental questions completely. These may be simple radial buttons to click or you may be required to insert written responses.



Once your Supplemental questions have been saved, you will be asked to confirm your application.

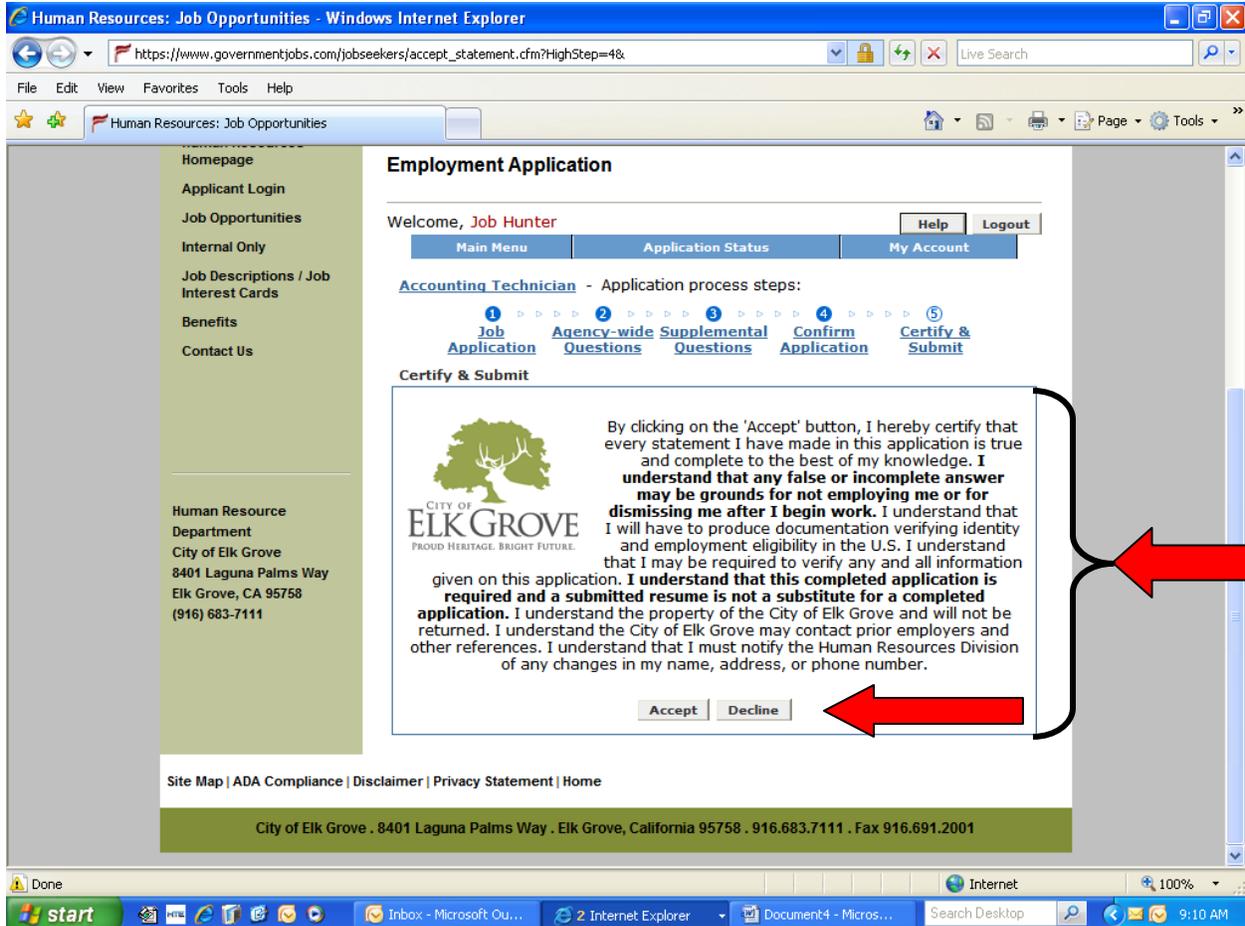
The screenshot shows a web browser window titled "Human Resources: Job Opportunities - Windows Internet Explorer". The address bar shows the URL: [https://www.governmentjobs.com/jobseekers/js\\_agencysupp.cfm?App5Step=2&High5Step=2&](https://www.governmentjobs.com/jobseekers/js_agencysupp.cfm?App5Step=2&High5Step=2&). The page content includes a sidebar with navigation links like "Human Resources Homepage", "Applicant Login", and "Job Opportunities". The main content area is titled "Human Resources Employment Application" and shows a progress bar with five steps: 1. Job Application, 2. Agency-wide Questions, 3. Supplemental Questions, 4. Confirm Application, and 5. Certify & Submit. The current step is "Supplemental Questions". A message states: "Your supplemental answers have been saved!". Below this are three questions with radio button options for "Yes" and "No":  
\*1. Do you have a high school diploma or G.E.D?  
\*2. Do you have three years of experience in statistical, fiscal and accounting work.  
\*3. Do you have college level course work in accounting?  
At the bottom of the form are two buttons: "Save Work in Progress" and "Save & Proceed". A red arrow points to the "Save & Proceed" button.

Click "Save & Proceed"

You will have an opportunity to review your application and your responses to the information. If the application meets your satisfaction, then click "Confirm Application."

The screenshot shows the "Confirm Application" page in the same browser. The address bar shows the URL: [https://www.governmentjobs.com/jobseekers/confirm\\_app\\_view.cfm?High5Step=2&](https://www.governmentjobs.com/jobseekers/confirm_app_view.cfm?High5Step=2&). The page displays a list of questions and answers, including the three supplemental questions from the previous step. At the bottom of the form is a button labeled "Confirm Application". A red arrow points to this button.

Review the Application Certification Statement carefully. False representations made on an application may be grounds for not employing you. In addition, completed applications are required. Once you have read and understand the statement you may choose to "Accept" or "Decline." If you decline, your application will not be submitted. Accepting acknowledges your understanding of the statement and your application will be submitted. If you have questions that need clarification before accepting, you may call the Human Resources Department at 683-7111.



After hitting Accept, your application will be sent electronically to the Human Resources Department for review. If you selected notification by email, the system will notify you periodically as to the status of the application process. If you are selected for testing or for an interview, you will be notified!

Good luck on your job search!