

# Instructions for the **Returning User** of How to Apply for State of Ohio Government Jobs

1. Go to [careers.Ohio.gov](http://careers.Ohio.gov)
2. Click on “My Profile”



3. Enter your username and password and click the “Login” button

**Are you registered?**

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

[Online Employment Application Guide](#)

Username:  Password:

Not Registered Yet? [Create Your Account Here!](#)  
[I Forgot My Password](#)

To access the personalization features of GovernmentJobs.com you must first be a registered user. Registration is completely free and takes only a few seconds. We don't share your information with anyone and we're not going to send you an unsolicited e-mail. For more information about privacy at GovernmentJobs.com, please read our [Privacy Policy](#).

4. Click on **Search for State of Ohio Government Jobs**



5. Select your **Search Criteria** by clicking the checkbox next to the **Category**, **Location** OR **Agency** of your choice. Limit your selections to just one of the **Search Criteria** boxes. Selections made within the search criteria will appear under each search box. The number next to each criterion indicates the number of postings that fall within that particular search criterion and the number of postings that will appear in the "Search Results" if only that selection is made.

A screenshot of the "Search Criteria" selection interface. It is divided into three sections: Categories, Locations, and Agency. Each section has a "Select All / None" link and a scrollable list of checkboxes with counts. An arrow points to the "Administrative Assistant (50)" checkbox in the Categories section.

**Search Criteria**

**Categories** Select All / None

- 911 Telecommunications (2)
- Accounting and Finance (32)
- Administration (65)
- Administrative Assistant (50)
- Agriculture (9)
- Airports (3)

Selected Categories: Administration (65), Administrative Assistant (50)

**Locations** Select All / None

- Adams County (27)
- Allen County (24)
- Ashland County (22)
- Ashtabula County (22)
- Athens County (21)
- Auglaize County (19)

Selected Locations: No locations options selected, all locations will be included in the search.

**Agency** Select All / None

- \*\*Current Civil Service Examinations (10)
- Accountancy Board (1)
- Adjutant General (6)
- Administrative Services (10)
- Aging (7)
- Agriculture (3)

Selected Agencies: No agency options selected, all agencies will be included in the search.

6. Make your **Search Criteria** selection(s) and click **Apply Search**. Another option is to “Select All” in any of the search criteria boxes (i.e. category, location or agency). You may also enter keywords to further narrow your search. You do not need to enter information in the “My Minimum Desired Annual Salary” box. (NOTE: To search for all postings, click **Apply Search** without making any selections.)

Agency Select All / None

- \*\*Current Civil Service Examinations (10)
- Accountancy Board (1)
- Adjutant General (6)
- Administrative Services (10)
- Aging (7)
- Agriculture (3)

Selected Agencies: No agency options selected, all agencies will be included in the search.

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**Search**

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

My Minimum Desired Annual Salary:  [Explain this](#)

**Apply Search** or [Clear Search](#)

7. Click on the job or civil service examination title of interest. If your search did not bring the results you were seeking, click **Return to Search Criteria** and try again. Make sure you click **Clear Search** to erase your previous selections.

**Return to Search Criteria**

6 records found.  
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Position <input type="checkbox"/>	Agency	Emp. Type	Salary <input type="checkbox"/>	Closing Date <input type="checkbox"/>
<a href="#">Administrative Assistant</a>	Administrative Services	Administrative Staff, Permanent, Exempt	\$15.80 - \$19.21 hourly	06/15/08
<a href="#">Administrative Assistant 1</a>	Transportation - Central Office	Seasonal, Fixed Term, Exempt	\$15.80 - \$19.21 hourly	06/28/08
<a href="#">Administrative Assistant 4</a>	Transportation - Central Office	Full-Time, Permanent, Exempt	\$26.99 - \$35.35 hourly	06/24/08
<a href="#">benefits management representative</a>	Administrative Services	Full-Time, Permanent, Bargaining Unit	\$25.39 - \$37.27 hourly	06/19/08
<a href="#">Facilities Use Manager MW</a>	Administrative Services	Administrative Staff, Permanent, Exempt	\$22.26 - \$29.11 hourly	07/05/08
<a href="#">Fiscal Officer 4</a>	Administrative Services	Full-Time, Permanent, Exempt	\$32.69/Hour	06/12/08

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8. Review the job/examination posting closely, noting Closing Date/Time, duties, minimum qualifications and other requirements and information.

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Job Title: **Fiscal Officer 4**  
 Agency: Administrative Services  
 Opening Date: Fri. 06/06/08  
 Closing Date/Time: Fri. 06/13/08 12:00 AM Eastern Time  
 State Salary Range: \$32.69 / Hour  
 Job Type: Full-Time, Permanent, Exempt  
 Location: Franklin County, Ohio  
 Promotional Bid: classified position (may include promotion, transfer or demotion)  
 Pay Range 14  
 Division  
 Job Location 30 E. Broad St., 27th Floor Columbus, OH 43215  
 Hours of Work 8:00 a.m. - 5:00 p.m.

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Description	Benefits	Supplemental Questions
Perform fiscal duties		
<b>Minimum Qualifications:</b>		
Completion of undergraduate core coursework in business administration or accounting; 5 yrs. exp. in fiscal &/or budgetary management, planning & control; 3 yrs. trg. or 3 yrs. exp. in supervisory principles/techniques & training personnel.  -Or completion of undergraduate core coursework in business administration or accounting; 2 yrs. exp. in accounting, fiscal &/or budgetary management & control; 3 yrs. exp. in accounting, fiscal &/or budgetary management, planning & control in agency paid by warrant of Ohio Auditor of State; 3 yrs. trg. or 3 yrs. exp. in supervisory principles/techniques & training personnel.		

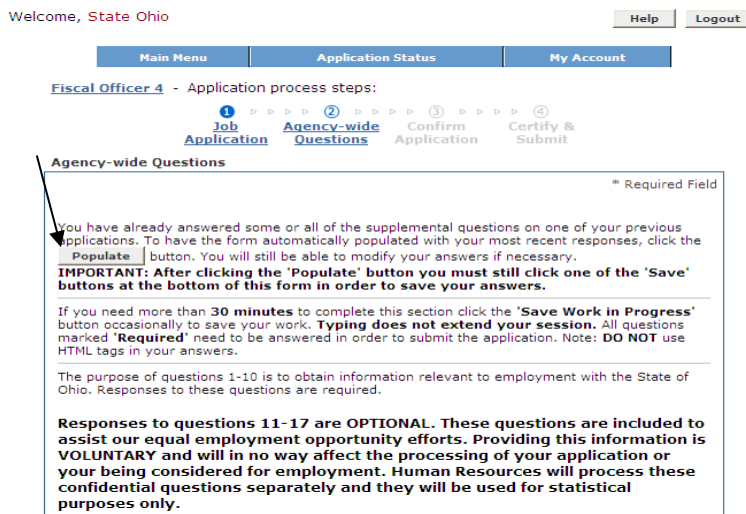
9. If you think you meet or exceed the minimum qualifications and would like to apply for the position/examination, make sure you review the supplemental questions tab. (NOTE: Some postings may not include supplemental questions.) It may be helpful to prepare your responses to these questions in advance to make the application process easier. Click [Apply](#) to begin the application process for the position/examination.

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

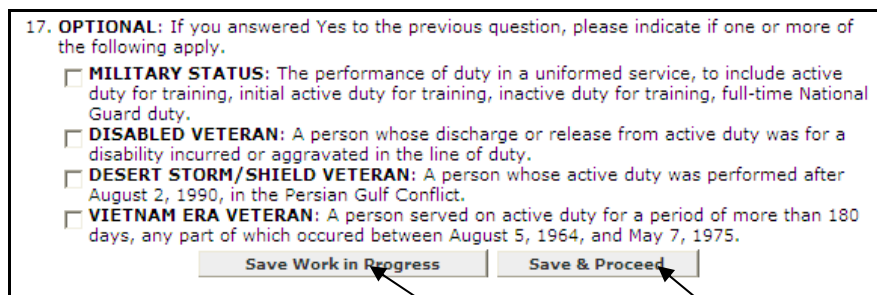
Description	Benefits	Supplemental Questions
<b>Fiscal Officer 4 Supplemental Questionnaire</b>		
*1. Are you currently employed by the the State of Ohio? <input type="checkbox"/> No <input type="checkbox"/> Yes, Exempt Employee <input type="checkbox"/> Yes, A Member of the 1199 BU <input type="checkbox"/> Yes, A Member of the OCSEA BU		
*2. Describe your experience presenting to both large and small groups.		
*3. Are you fluent in Spanish? <input type="radio"/> Yes <input type="radio"/> No		
* Required Question		

10. You will be taken directly to the Agency-wide Questions section of the application. **NOTE:** If you've created more than one application, you will be asked to choose which application you would like to use to apply for this position, before you are taken to the Agency-wide Questions. **NOTE:** If you are taken to your Main Menu instead of the Agency-wide questions, there is a problem with your Internet Explorer browser settings. Click on the link below for instructions on how to change the browser settings for Internet Explorer 7.0. You may use the directions for Internet Explorer 6.0 as well, but note there may be a few differences.

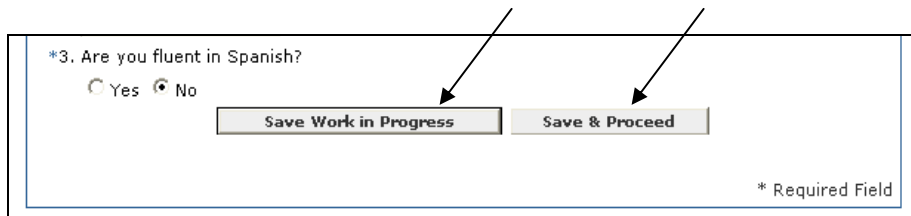
[Instructions to change Internet Explorer browser settings](#)



11. Read the instructions and answer the Agency-wide Questions. Questions 1-10 require an answer and questions 11-17 are voluntary. You **MUST** answer 1-10, type N/A if no answer applies. If you need more than 30 minutes, make sure you click **Save Work in Progress** to save your work. After completing the questions, click **Save Work in Progress** to save your answers and return to your application at a later time, or **Save & Proceed** to continue applying for the position. **NOTE:** Click the "Populate" button to populate the answers you entered for the last position for which you applied and edit as necessary. This will only be an option if you've previously used this application to apply for a posting.



12. Read the instructions and answer the Supplemental Questions, if any are listed. Questions marked with (\*) require an answer. After completing the questions, click **Save Work in Progress** to save your answers and return to your application at a later time, or **Save & Proceed** to continue applying for the position.



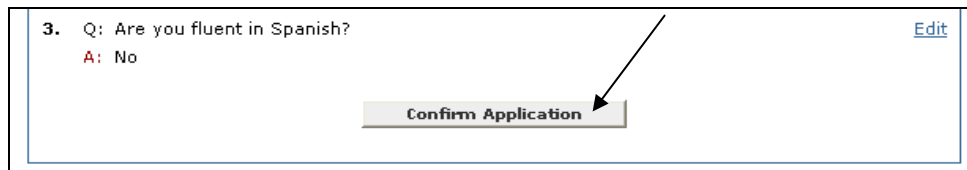
\*3. Are you fluent in Spanish?  
 Yes  No

**Save Work in Progress** **Save & Proceed**

\* Required Field

This screenshot shows a question box with a question, radio button options, two buttons, and a required field asterisk. Arrows point from the question text to the 'Save Work in Progress' button and from the 'No' radio button to the 'Save & Proceed' button.

13. You will see your entire, completed application. Review the information and make any necessary edits. When you are satisfied with your application and would like to submit it, click **Confirm Application** at the bottom of the page. (NOTE: This is your last chance to make any edits to your application before the process is completed.)



3. Q: Are you fluent in Spanish?  
A: No


[Edit](#)

**Confirm Application**

This screenshot shows a review screen with a question and answer, an edit link, and a confirm application button. An arrow points from the question text to the 'Confirm Application' button.

14. Read the statement that follows and click **Accept** if you understand and agree to the statement.

**Certify & Submit**



I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this application. I also understand that a background check may be required prior to employment and that, in accordance with the Drug-Free Workplace Program, drug testing may be required. I waive all provisions of law forbidding colleges or universities which I attended, or past employers, from disclosing any information which they acquired relevant to my employment. I consent that they may disclose such information to the Human Resources Division, Department of Administrative Services, and/or the agency that holds the vacancy for which I am applying and to appropriate officials for recruitment purposes. I understand that any offer of employment is conditional upon proof of legal authorization to work in the United State as required by the Immigration Reform and Control Act.

**Accept** **Decline**

This screenshot shows a certification and submission screen with a seal, a long paragraph of text, and two buttons. An arrow points from the text to the 'Accept' button.

15. A confirmation will appear thanking you for applying and verifying that your application has been received. You will also receive an email confirmation. **Click here for a printable version of the application you just submitted** will allow you to print your application.

Application for **Fiscal Officer 4** is complete. [Click here for a printable version of the application you just submitted](#)

**Confirmation**



Dear **Ohio Resident**

Thank you for your interest in employment with the State of Ohio. We have received your application. You will receive instructions by email and/or mail as to the next step in the process.

The examination process may include one or more of the following: application review and evaluation, performance test, written test, and/or oral interview examination.

Questions asked during the examination process are based on the knowledge and abilities required to successfully perform the job.

16. To apply for another position or examination, follow steps 4-8 to search for the position/examination and begin the application process again.

17. You will be taken directly to the Agency-wide Questions. Follow steps 9-13 to finish applying for the position.

18. Remember to **Logout** when you are finished with your account.

