

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

*Important Notes for Applicants:

- When applying online, **each applicant must have their own, unique email account**. Many Web sites such as, mail.yahoo.com, mail.AOL.com and mail.google.com allow you to establish free email accounts.
- If you forget your username or password, an email will be sent to the email address listed in your profile allowing you to retrieve your username or reset your password.
- If you acquire a different email address, make sure you change it in your profile or you will not be able to receive your forgot username/password emails.
- In order to work for the State of Ohio, you must be a U.S. citizen or a legal resident of this country. Those in the U.S. on student visas can be considered for temporary, interim or intermittent positions.

1. Go to 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**

OHMS Career Center

- [How to Apply](#)
- [Search for State of Ohio Government Jobs](#)
- [Search for Civil Service Examinations](#)
- [Internal Postings for Current State Employees](#)
- [My Profile](#)
- [Job Interest Cards](#)
- [Search Tips](#)
- [Frequently Asked Questions](#)
- [Contact Us](#)

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.

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**. 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 or “Select All” in any of the search criteria boxes {i.e. category, location or agency}.)

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.

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. (**NOTE:** 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

Print this page

6 records found.

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Position	Agency	Emp. Type	Salary	Filing Date
Clerk 1	Administrative Services	Administrative Staff, Permanent, Exempt	\$13.39 - \$14.35 hourly	Continuous
Clerk 2	Administrative Services	Full-Time, Permanent, Bargaining Unit	\$13.87 - \$14.89 hourly	Continuous
Fiscal Officer 4	Administrative Services	Full-Time, Permanent, Exempt	\$32.69 - \$42.88 hourly	11/10/09
Fiscal Specialist 1	Administrative Services	Full-Time, Permanent, Exempt	\$17.74 - \$23.06 hourly	Continuous
Social Worker 2	Administrative Services	Full-Time, Permanent, Bargaining Unit	\$18.35 - \$22.96 hourly	Continuous
Wildlife Investigator	Natural Resources	Full-Time, Permanent, Exempt	\$3,537.73 - \$4,463.33 monthly	Continuous

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

Job Title:	Fiscal Officer 4
PN:	20098765
Agency:	Administrative Services
Opening Date:	Fri. 10/30/09
Closing Date/Time:	Tue. 11/10/09 11:59 PM Eastern Time
State Salary Range:	\$32.69 - \$42.88 hourly \$67,995.20 - \$89,190.40 annually
Job Type:	Full-Time, Permanent, Exempt
Location:	Franklin County, Ohio
Promotional Bid	classified position (may include promotion, transfer or demotion)
Pay Range	16
Hours of Work	8:00 AM to 5:00 PM
Division	Fiscal Services
Job Location	30 E. Broad St., Columbus, OH 43215

ALL APPLICATIONS MUST CLEARLY INDICATE HOW THE MINIMUM QUALIFICATIONS & POSITION SPECIFIC MINIMUM QUALIFICATIONS, IF APPLICABLE, ARE MET. APPLICATIONS THAT DO NOT SHOW HOW QUALIFICATIONS ARE MET, WILL NOT BE GIVEN CONSIDERATION.

The State of Ohio is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, religion, age, disability, military status in employment or the provision of services.

When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the office at the time he/she is contacted so that proper arrangements can be made for the interview.

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

Description	Benefits	Supplemental Questions
Performs fiscal duties.		
Minimum Qualifications:		
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. -Or equivalent of Minimum Class Qualifications for Employment noted above.		
Major Worker Characteristics:		
Knowledge of supervisory principles/techniques; employee training & development; business administration or accounting; applicable state &/or federal laws, rules procedures & standards governing fiscal & budgetary operations*. Skill in use of calculator, video display terminal &/or personal computer. Ability to deal with large number of fiscal &/or budgetary variables & determine specific course of action; gather, collate & classify information about data, people or things; handle routine & sensitive inquiries from & contacts with officials/representatives of same &/or different political jurisdiction. (*)Developed after employment.		

9. Make sure you review the supplemental questions tab. You will have an opportunity to respond to these later in the application process. It may be helpful to prepare your responses to these questions in advance to make the application process easier. (**NOTE:** Some postings may not include supplemental questions.)

The screenshot shows a web interface with three tabs: 'Description', 'Benefits', and 'Supplemental Questions'. The 'Supplemental Questions' tab is active. At the top right, there are links for 'Print Job Information' and 'Apply'. The main content area is titled 'Fiscal Officer 4 Supplemental Questionnaire' and contains three numbered questions, each with radio button options. A legend indicates that questions marked with an asterisk are required.

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

Description | **Benefits** | **Supplemental Questions**

Fiscal Officer 4 Supplemental Questionnaire

*1. How many years experience in accounting, fiscal &/or budgetary management, planning & control do you have?

- Less than one year
- One year to three years
- More than three years

*2. Do you have experience in supervisory principles/techniques & training personnel?

- Yes
- No

*3. Do you have a Bachelor's Degree in accounting or business administration?

- Yes
- No

* Required Question

10. If you meet or exceed the required qualifications listed on the posting and would like to apply for the position/examination, click [Apply](#) to begin the application process for the position/examination.

All applications must clearly indicate how the Minimum Qualifications & Position Specific Minimum Qualifications, if applicable, are met. Applications that do not indicate this, will not be given consideration.

***IMPORTANT NOTE:** Please do not include your Social Security Number (SSN) with your on-line application and/or documentation. If attaching a document that contains your SSN, please redact (black out) SSN before attaching it to your application.

The State of Ohio is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, religion, age, disability, military status in employment or the provision of services.

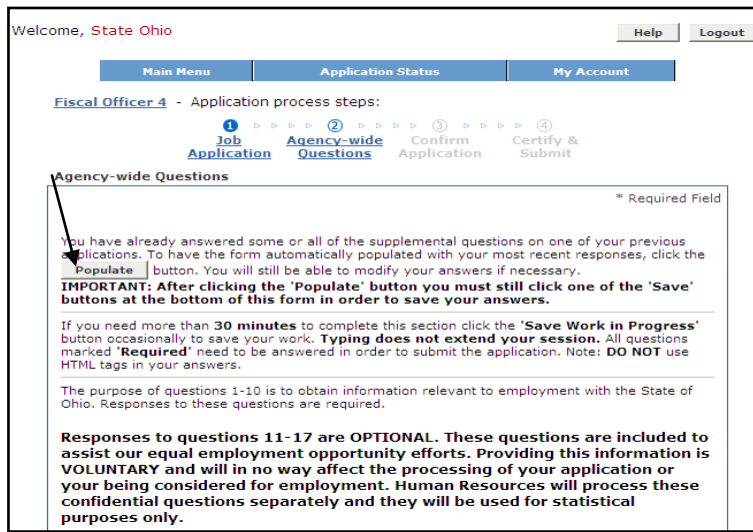
When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the office at the time he or she is contacted so that proper arrangements can be made for the interview.

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

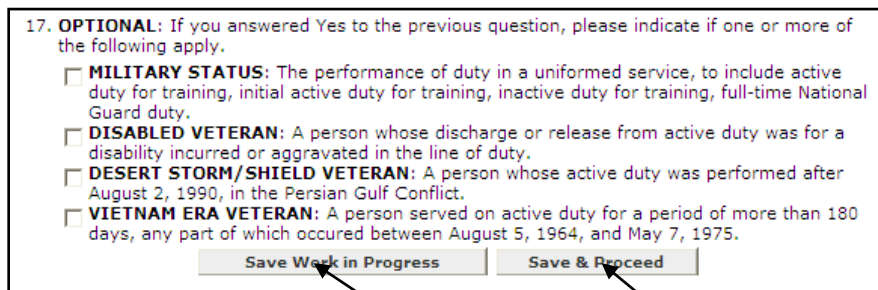
Description | **Benefits** | **Supplemental Questions**

11. 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.

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



12. Read the instructions and answer the Agency-wide Questions. You **MUST** answer questions marked with (*), type N/A if no answer applies. The EEO and demographic questions are voluntary. 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.



13. Read the instructions and answer the Supplemental Questions, if applicable. 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.

Supplemental Questions * Required Field

If you need more than **30 minutes** to complete this section click the '**Save Work in Progress**' button occasionally to save your work. **Typing does not extend your session.** All questions marked '**Required**' need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

The purpose of this Supplemental Questionnaire is to obtain additional job related information in order to evaluate your education, training and experience relative to the position for which you are applying.

*1. How many years experience in accounting, fiscal &/or budgetary management, planning & control do you have?

Less than one year
 One year to three years
 More than three years

*2. Do you have experience in supervisory principles/techniques & training personnel?
 Yes No

*3. Do you have a Bachelor's Degree in accounting or business administration?
 Yes No

* Required Field


14. You will see your entire, completed application. Review the information for typos and the current attachments; make any necessary edits. When you are satisfied with your application and ready 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. Any attachments you don't want forwarded with your application will need to be deleted now. If you want to forward the attachment(s) with a future application, you will need to upload them again.)

3. Q: Do you have a Bachelor's Degree in accounting or business administration? [Edit](#)

A: Yes

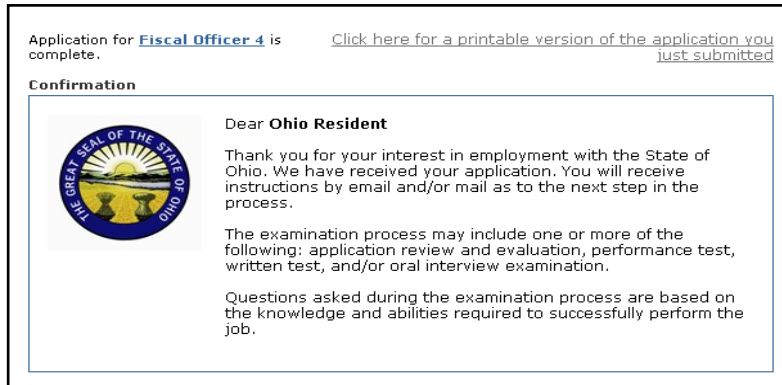
15. Read the statement that follows and click **Accept** if you understand and agree with the statement.

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.

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



17. To apply for another position or examination, follow steps 4-9 to search for the position/examination and begin the application process again.
18. You will be taken directly to the Agency-wide Questions. Follow steps 10-15 to finish applying for the position.
19. Remember to **Logout** when you are finished with your account.

