CORE
CALVERT ONLINE RECRUITMENT & EMPLOYMENT
Online Application Guide

Welcome to Calvert Online Recruitment and Employment (CORE). Follow the steps below to apply for an advertised position with Calvert County Government. The Department of Human Resources is available to assist you Monday through Friday, 8:30 a.m. to 4:30 p.m. EST. Please call 410-535-1600 ext. 2401 or 2359, or email recruitment@calvertcountymd.gov.

1. Go to www.calvertcountymd.gov/employment.
2. To view current employment opportunities, select the link under Current Employment Opportunities
3. This link will direct you to the Governmentjobs.com web site (click Proceed to Site).

Employment Opportunities

Calvert Online Recruitment & Employment (CORE)
Welcome to CORE, the online recruitment and employment system for the Calvert County Government. CORE will help you find the job that you are looking for, faster and easier. CORE is provided by Calvert County in partnership with Government Jobs.
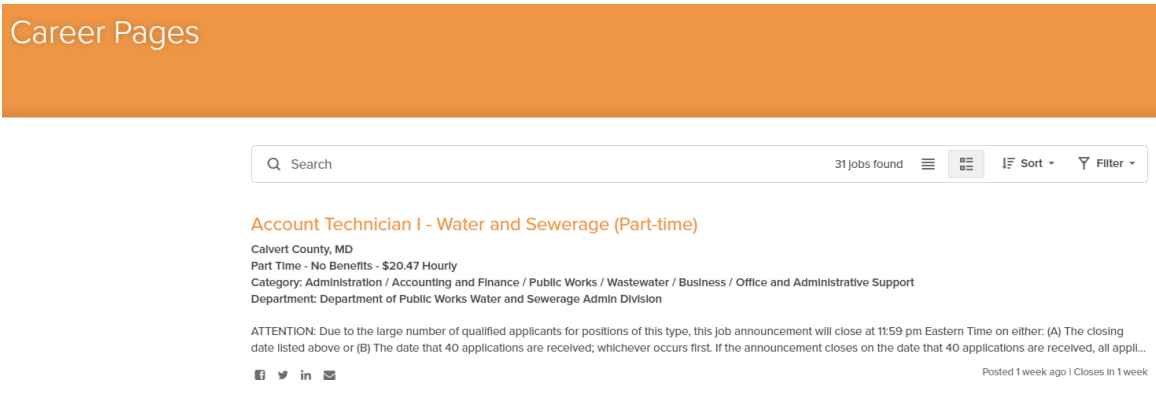
Paper applications are accepted but electronic applications are preferred.

Current Employment Opportunities
○ Employment Opportunities

4. Scroll down the page to view employment opportunities.
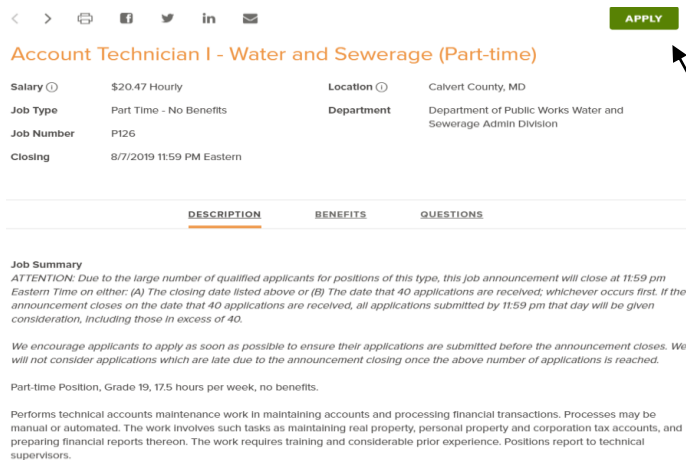
Career Pages

Q Search   31 jobs found   Sort ▾   Filter ▾

Account Technician I - Water and Sewerage (Part-time)
Calvert County, MD
Part Time - No Benefits - $20.47 Hourly
Category: Administration / Accounting and Finance / Public Works / Wastewater / Business / Office and Administrative Support
Department: Department of Public Works Water and Sewerage Admin Division

ATTENTION: Due to the large number of qualified applicants for positions of this type, this job announcement will close at 11:59 pm Eastern Time on either: (A) The closing date listed above or (B) The date that 40 applications are received; whichever occurs first. If the announcement closes on the date that 40 applications are received, all appli...

Posted 1 week ago | Closes in 1 week

5. Review detailed information regarding the position by selecting on the tabs: Job Description, Benefits, and Supplemental Questions.

APPLY

Account Technician I - Water and Sewerage (Part-time)

Salary ⓘ	$20.47 Hourly	Location ⓘ	Calvert County, MD
Job Type	Part Time - No Benefits	Department	Department of Public Works Water and Sewerage Admin Division
Job Number	P126		
Closing	8/7/2019 11:59 PM Eastern		

DESCRIPTION   BENEFITS   QUESTIONS

Job Summary
ATTENTION: Due to the large number of qualified applicants for positions of this type, this job announcement will close at 11:59 pm Eastern Time on either: (A) The closing date listed above or (B) The date that 40 applications are received; whichever occurs first. If the announcement closes on the date that 40 applications are received, all applications submitted by 11:59 pm that day will be given consideration, including those in excess of 40.

We encourage applicants to apply as soon as possible to ensure their applications are submitted before the announcement closes. We will not consider applications which are late due to the announcement closing once the above number of applications is reached.

Part-time Position, Grade 19, 17.5 hours per week, no benefits.

Performs technical accounts maintenance work in maintaining accounts and processing financial transactions. Processes may be manual or automated. The work involves such tasks as maintaining real property, personal property and corporation tax accounts, and preparing financial reports thereon. The work requires training and considerable prior experience. Positions report to technical supervisors.

6. Review detailed information regarding the position by selecting on the tabs: Job Description, Benefits, and Supplemental Questions.

If, after reviewing the job announcement, you wish to submit an application click on the **APPLY** link.

Account Technician I - Water and Sewerage (Part-time) 👁 Job Details

Sign in to apply

All fields are required   Create an account
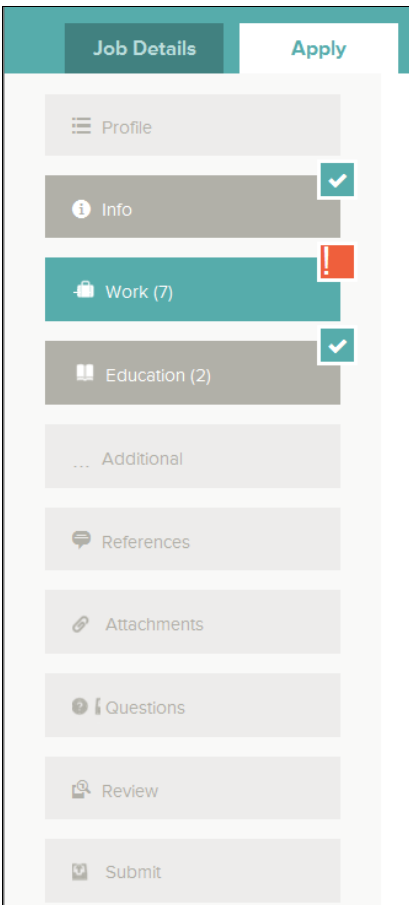
Username or Email

Password

Sign In

Forgot Username? | Reset Password

7. Enter your GovernmentJobs.com account Username and Password here to log in.

   Don't have a GovernmentJobs.com account? Select the Create an Account link.

   For assistance with a GovernmentJobs.com account or password, please call the NEOGOV Help Desk at: **1-855-524-5627**.

| Job Details | Apply |

- ≡ Profile
- ℹ Info ✔
- 💼 Work (7) ❗
- 📖 Education (2) ✔
- … Additional
- 💬 References
- 🔗 Attachments
- ❓ Questions
- 🗺 Review
- ☑ Submit

8. Your progress and current step in the application process is shown on the left side of the page.

   All fields are required unless they are marked (Optional).

   As you work on your application, refer to the progress bar on the left side of the page to see the number of items for each entry, and any errors or omissions. In the example, the Education entry contains two items, and the Work entry contains errors.

   Select the Edit ✏ icon to add or update information to each section.

   For each step, the buttons on the bottom of the section allow you to save or discard your work on this entry.

   Remove   Save   Cancel

   Although your typing is periodically automatically saved, it is good practice to click on the Save button. The Cancel button discards any changes you have made since the last save. For some entries, the Remove link is present. It deletes the current entry, after a confirmation. Once deleted, the data cannot be recovered.

Online Application Guide

Sections of the application:

- **Info** – Provide general contact information.
- **Work** - Provide previous work experience information.
- **Education** - Provide educational information.
- **Additional** - Provide additional information, including certificates and licenses, skills, and languages.
- **References** – References are optional.
- **Questions** - Answer Agency-Wide questions and job-specific Supplemental questions.
  - ☐ Agency-Wide Questions - Questions marked with an * are mandatory. Other questions are voluntary and are used for statistical purposes only.
  - ☐ Supplemental Questions - The purpose of the Supplemental Questions is to obtain additional information in order to evaluate your education, training, and experience relative to the position you are applying for.
- **Attachments** – Upload attachments, such as a resume or certificates.

> **Tips:**
> - Please do not use all *UPPERCASE* or *lowercase* letters. You should type the information on your application using proper capitalization, punctuation and standard use of upper and lower case letters.
> - All fields are required unless they are marked (Optional).
> - Applicants who have previously saved their **Profile** information can save time by selecting an existing profile.
> - It is very important that the application is complete and that any attachments are for clarification purposes only. A resume will not substitute for the data requested.
> - Applications may be rejected if incomplete. It is important that your application reflect all relevant education, training and experience (including volunteer work and military experience) that may help you qualify for the position.
> - If you need to stop and return to the application at a later time, click on the **Save** button at the bottom of the section.

To review your application, select "Review" on the left side of the page. Review each section. If there is an error, it is shown in the progress bar and also in the section.

⚑ Please fix the errors in the following section.

Select the Edit ✎ icon to correct any errors. Once your application is complete, click on "Proceed to Certify" and Submit.

On the "Certify & Submit" page, click on Accept and Submit. An Application Submitted message confirms that you have applied for the job. Applicants will also receive a confirmation email from info@governmentjobs.com.
You can check on the status of this job application by clicking on Applications in the top menu bar. Your username also indicates the number of in-progress and complete applications.
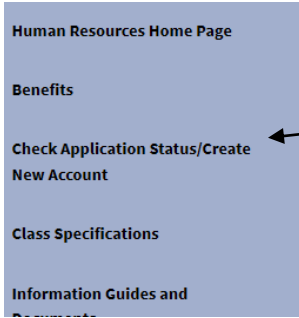
Online Application Guide
Instructions on how to check on the Status of an Application

The Department of Human Resources is available to assist you Monday through Friday, 8:30 a.m. to 4:30 p.m. EST. Please call 410-535-1600 ext. 2359 or ext. 2401, email recruitment@calvertcountymd.gov.

Application status is also available online. To begin, go to www.calvertcountymd.gov/employment.

Click on **Check Application Status/Create New Account** link on left-hand side of the page.

Enter your GovernmentJobs.com **Username and Password** here to login.

For assistance with a GovernmentJobs.com account or password, please click Help & Support or call the NEOGOV Help Desk at 1-855-524-5627.

Check on the status of a job application by clicking on your username in the top menu bar. Your username also indicates the number of incomplete and in-progress applications.

Select Job Applications to view incomplete applications and the status of previously submitted applications.

Select the job title to complete, view, or print your application.

Please contact the Department of Human Resources by phone to update name, address, and contact information at 410-535-1600 ext. 2359 or ext. 2401.

Revised 8/2019