

# County of Stearns

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# Online User Guide



Stearns County – A great place to live, work & play  
Apply at [www.co.stearns.mn.us](http://www.co.stearns.mn.us)

# Locations to apply online

## **Stearns County Human Resources**

705 Courthouse Square, Rm 122

St. Cloud MN 56303

320-656-3606

## **St. Cloud Public Library**

405 St. Germain Street West

St. Cloud MN 56301

320-251-7282

## **Minnesota Workforce Center**

1542 Northway Drive Door 2

St. Cloud MN 56303

320-308-5320



# County of Stearns Apply Online

*This guide will take you through the process of applying for a position with Stearns County online.*

powered by  
**NEOGOV™**

Stearns County Current Openings for Tuesday, May 02, 2006

Welcome to Stearns County's application process!

You can now apply online by clicking on the job title you are interested in and clicking on the "Apply" link! If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can build an application by clicking on the "Build Job Application" link. This application can be saved and used to apply for more than one job opening.

**Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.**

It is important that your application show all the relevant education and experience you possess. Applications may be rejected if incomplete.

**Print this page**

Search by category and/or title  
All Categories are automatically selected. To change the results, deselect and reselect the categories by using the Clear All/Select All buttons or by clicking on the check boxes.

Select Category	Select All Categories	Clear All Categories
<input checked="" type="checkbox"/> Accounting and Finance (1)	<input checked="" type="checkbox"/> Community Services (1)	<input checked="" type="checkbox"/> Corrections (2)
<input checked="" type="checkbox"/> Engineering (1)	<input checked="" type="checkbox"/> Human Resources (2)	<input checked="" type="checkbox"/> Human Services (3)

**STEP 1** Log on to <http://agency.governmentjobs.com/stearns/>

In the middle of the page are the categories you can search for job openings. By default all categories are chosen. You can unselect or select any of the categories you wish to search by. You **do not** have to use the search feature to see a list of job openings. At the bottom of the page is a list of **ALL** current job openings.

5 records found.

Page 1 of 1

Position ▼	Emp. Type	Salary ▼	Filing Date ▼
<b>CORRECTIONAL OFFICER I, SHERIFF'S DEPART...</b>	Full Time	See Position Description	05/25/06
The Correctional Officer I (CO-I) is a support position with regard to securing and transferring inmates and patients and transmitting information between the courts, jail, institutions and other related agencies....			
<b>ENGINEERING TECHNICIAN I/II-HIGHWAY DEPA...</b>	Full Time	See Position Description	05/12/06
<b>Position Objective for Engineering Technician I</b> This is an entry-level paraprofessional engineering position that involves duties both in the field and in the office. Position involves assisting other technicians in engineering surveys and inspections, learning the use of technical instru...			
<b>OFFICE MANAGER, HIGHWAY DEPARTMENT, ST. ...</b>	Full Time	See Position Description	05/12/06
Under direction of the County Engineer, the Office Manager is responsible for providing leadership for and management of accounting personnel and directs operations of the department according to the mission and policies of the Stearns County Board of Commissioners. The Office Manager develops and ...			
<b>SEASONAL PROBATION REPORTING CENTER ASSI...</b>	Full Time	See Position Description	05/12/06
This position is responsible to assist our Corrections Agents in monitoring and supervising their caseloads of low, medium and high-risk offenders. This caseload assistance involves the review and processing of large amounts of paperwork. Utilizing a seasonal position would allow corrections agents ...			
<b>SOCIAL WORKER, HUMAN SERVICES, COMMUNITY...</b>	Full Time	See Position Description	05/12/06
This position is responsible for providing social work and case management services to individuals, families, and children involving complex social problems and social service type treatment plans....			

Page 1 of 1

**STEP 2** Click on the title of the position you wish to apply for.

Job Title: **Engineering Technician I/II-Highway Department, Public Works Building**

Closing Date/Time: Fri. 05/12/06 4:30 PM Central Time

Salary: See Position Description

Job Type: Full Time

Location: Public Works, St. Cloud, Minnesota

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



**Description**

**Benefits**

**Supplemental Questions**

**Position Objective for Engineering Technician I**

This is an entry-level paraprofessional engineering position that involves duties both in the field and in the office. Position involves assisting other technicians in engineering surveys and inspections, learning the use of technical instruments, and performing some drafting and design work of a routine nature. Upon initial employment, work is performed under close supervision of a technical or professional supervisor; however, once knowledge is gained through experience, the degree of supervision lessens.

**Position Objective for Engineering Technician II:**

To serve as instrument person on survey crew, perform construction inspection duties independently on projects and prepare detailed construction plans for highway improvements.

**STEP 3** Click on **Apply**.

**COUNTY OF STEARNS**  
MINNESOTA


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.

Username:

Password:

Login

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.

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**STEP 4 Click on Not Registered Yet? Create Your Account Here!**


If you have already created an account, type in your username and password (passwords are case sensitive) and click on **Login**.

***NOTE:** If you have already created an account and cannot remember your password, click on **I Forgot My Password** and follow the instructions.*

WELCOME, Catherine Robak Help Logout

[Main Menu](#) | [Application Status](#) | [My Account](#)

To apply for the position of **Correctional Officer I, Sheriff's Department, Law Enforcement Center, St Cloud, MN** click here.

 [Create Application](#)

**Applications You've Created:**

Name	Date Created	Modify
Cathy1	Apr 4, 2006	<a href="#">Edit</a>   <a href="#">Delete</a>

**Tip:** You do **NOT** need to recreate a new application every time you're applying for a position.

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**STEP 5** Click on **Create Application**.

**NOTE:** *If you have already created an application(s) it will be listed in the “Applications You’ve Created” section. Select the application you wish to use.*

**Applications You've Created:**

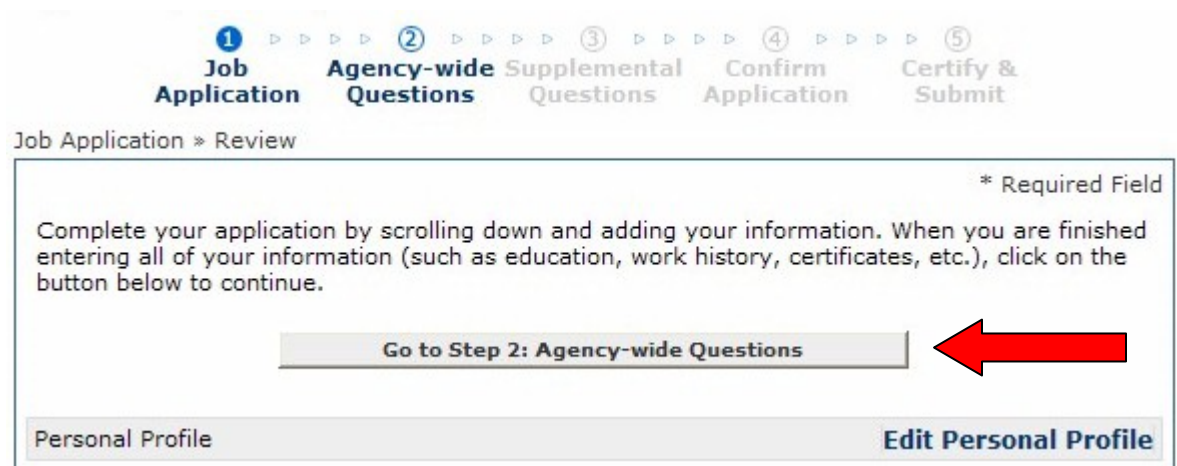
Name	Date Created	Modify
 Cathy1	Apr 4, 2006	<a href="#">Edit</a>   <a href="#">Delete</a>

**Tip:** You do **NOT** need to recreate a new application every time you're applying for a position.



**STEP 6** Complete the application blank. Click on all applicable areas. After each area is completed click on **Save & View Application**.

***NOTE:** Remember to save your application after completing each section. If you leave your computer without saving and are timed out of the system your information will be lost. Timeout occurs after 60 minutes of inactivity.*



**STEP 7** Click on Agency-wide Questions.

**Financial Worker, Gateway Services Division, Human Services** - Application process steps:

- ① >>>>> ② >>>>> ③ >>>>> ④ >>>>> ⑤  
**Job Application**   **Agency-wide Questions**   Supplemental Questions   Confirm Application   Certify & Submit

Agency-wide Questions

\* Required Field

You have already answered some or all of the supplemental questions on one of your previous applications. To have the form automatically populated with your most recent responses, click the **Populate** button. You will still be able to modify your answers if necessary.

**IMPORTANT: After clicking the 'Populate' button you must still click one of the 'Save' buttons at the bottom of this form in order to save your answers.**

If you need more than **one hour** to complete this section click the **'Save Work in Progress'** button occasionally to save your work. 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 the following questions is to obtain additional job related information to evaluate you for the position for which you are applying.

\*1. Are you a US Citizen?

Yes  No

\*2. Are you at least 18 years of age?

Yes  No

\*3. Have you served a sentence in jail or been convicted of a crime for which a jail sentence could have been imposed? You may answer "no" if the conviction or criminal record has been annulled, expunged, sealed, set aside orp urged, or if you have been pardoned pursuant to law. If yes, please attach a separate sheet with explanation. Information concerning this question will not be used to automatically bar you from employment but may be used to direct your interests to areas less related to your area of conviction.

Yes  No

\*4. Are you presently an employee of Stearns County?

Yes  No

**STEP 8** Answer all Agency-wide Questions.


**NOTE:** If you've already completed an application and filled out the Agency-wide Questions, click on **Populate**. The Agency-wide questions will be populated from the answers you previously provided. You are able to change your answers by simply choosing a different answer.

Supplemental Questions	Edit Supplemental Questions
1. Q: Are you a high school graduate or equivalent? A: Yes	Edit
2. Q: Do you have previous experience in a correctional setting? A: Yes	Edit
3. Q: Do you have previous customer service experience? A: Yes	Edit
4. Q: Do you have previous experience dealing with people involved in the court system? A: Yes	Edit
5. Q: Do you wish to claim Veterans Preference? (If so, you must submit a copy of your DD214). A: Yes	Edit

[Confirm Application](#)

**STEP 9** Answer all supplemental questions.

Supplemental Questions	Edit Supplemental Questions
1. Q: Are you a high school graduate or equivalent? A: Yes	Edit
2. Q: Do you have previous experience in a correctional setting? A: Yes	Edit
3. Q: Do you have previous customer service experience? A: Yes	Edit
4. Q: Do you have previous experience dealing with people involved in the court system? A: Yes	Edit
5. Q: Do you wish to claim Veterans Preference? (If so, you must submit a copy of your DD214). A: Yes	Edit



**STEP 10** Look over your application to make sure you have completed all sections. If you need to add/change anything, click on **Edit**.

Edit your information and click on **Save & View Application**. After verifying your application, click on **Confirm Application**.

**Certify & Submit**



Minnesota law affects you as an applicant for employment with the County of Stearns. The following data is public information and is accessible to anyone: veteran's status, relevant test scores, rank on eligibility list, education and training, job history, and work availability. All other personally identifiable information is considered private, including but not limited to your name, home address, and phone number. As an applicant, your name is considered private unless you are selected to be interviewed by the appointing authority prior to selection. The information requested on the

application is necessary, either to identify you or to assist in determining your suitability for the position for which you are applying. You may legally refuse, but refusal to supply the requested information will mean that your application for employment may not be considered. If you are selected for employment with the County, the following additional information about you will be public: name; actual gross salary; salary range; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement in addition to salary; job title; job description; education and training background; previous work experience; date of first and last employment; the status of any complaints or charges against the employee whether or not the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action and supporting documentation; work location; a work telephone number; badge number; honors and awards received; payroll time sheets or other comparable data entry that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data. Anything not previously listed which is placed in your application folder or your personnel file (such as medical information, letters of recommendation, resumes, etc.) is made private information by law. I understand that any falsified information, significant omissions or misrepresentation of my job education or experience on either the application or during my interview may disqualify me from further consideration for employment and may be considered justification for dismissal. I authorize investigation of all statements contained in this application or made during my interview for employment as may be necessary in arriving at an employment decision. I release such employers and individuals from all liability for damages whatsoever that may arise from furnishing this information. In consideration of being permitted to apply for the position herein, I voluntarily assume all risks in connection with my participating in any tests the County deems necessary to determine my fitness and eligibility and I release and forever discharge the County of Stearns, its officials, officers and employees from any and all claims for any damage or injury that I might sustain. By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge.

**STEP 11** Read the certification statement and click on **Accept** or **Decline**.

**NOTE:** If you click on **Decline** your application will not be accepted for consideration.

Application for **Engineering Technician I/II-Highway Department, Public Works Building** is complete.

[Click here for a printable version of the application you just submitted](#)

#### Confirmation



Dear

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

The recruitment process includes an application review and evaluation. Selected candidates may also be asked to participate in a performance test, written test and an oral interview.

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

Thanks again for your interest in employment with Stearns County! Stearns County is an Affirmative Action/Equal Opportunity Employer.

**STEP 12** Read the confirmation message.

***NOTE:*** *If you would like a printed version of the application you submitted click on [Click here for a printable version of the application you just submitted](#).*

**Congratulations!** You have now completed the steps to apply online at Stearns County.