



# Employment Information Guide



An Equal Opportunity and Affirmative Action Employer

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### JOB INFORMATION SOURCES

**Internet:** The Marion County application process, job announcements and application downloading instructions are located on the county Website at:

**Employment Page:** <http://www.co.marion.or.us/BS/HR/jobopenings.htm>

**Home Page:** <http://www.co.marion.or.us>

**Job Information Line:** This recording lists all current job openings and is available 24 hours per day at **(503) 588-5589**.

**Human Resources Office:** Employment information is available from 8:00 a.m. to 5:00 p.m., Monday through Friday at the following address and phone number:

Marion County Human Resources  
555 Court St., 4<sup>th</sup> Floor, Suite 4250  
Salem, OR 97301

Phone #: (503) 589-3295

## APPLICATION PROCESS

Obtain a job announcement from one of the Job Information Sources listed above and carefully review it. Job announcements include the following information:

- Job Title
- Job Announcement Number
- Opening Date
- Closing Date
- Salary
- Who Can Apply (see below)
- Hiring Department
- Hours Per Week
- Minimum Qualifications for Employment
- Necessary Special Requirements
- Examination Process (some job announcements have exam questions that must be answered on separate paper and attached to the application when submitted)
- Essential Duties for the Position
- Physical and Mental Requirements (if applicable)
- Where to Submit Your Application

## WHO CAN APPLY

The job announcement will specify who is eligible to apply. Announcements may be:

- **Open Competitive** – Open to the general public.
- **Internal** – Open only to current Marion County regular or temporary employees.
- **Active List** – Open only to current Marion County regular or temporary employees. The applications received will be added to qualified applications from a previous recruitment for the same position.

## HOW AND WHERE TO APPLY

A separate, complete application must be submitted for each recruitment.

Closely follow the instructions on the application and job announcement. Failure to include all required attachments and to follow all instructions may result in your application not being accepted.

Return your completed application to the address shown in the HOW TO APPLY section of the announcement by the time shown and by the closing date listed on the job announcement. It is important that you make and keep a copy of each application you submit.

## KEYS TO COMPLETING THE MARION COUNTY EMPLOYMENT APPLICATION

One of the most important things to remember about completing an application is to take your time and be thorough. In order to receive the best possible score on your application, you must tell us how your experience, knowledge, skills, abilities and education relate to the job for which you are applying. In other words, convince us that you are the best applicant for the job.

- **Carefully read the job announcements.** They contain special instructions or requirements, including what it takes to qualify and what to submit along with your application (such as transcripts, exam answers, etc.)
- **Provide driver's license number(s) and state(s) of issue for the past 5 years.** (This is only needed when indicated on the job announcement as a Necessary Special Requirement.) If you do not provide all driver's license numbers and states of issue for the past 5 years, Marion County will not be able to verify your driving history, resulting in your disqualification for the position.
- **Job Duties:** We encourage you to look carefully at the Job Announcement, especially the Minimum Qualifications, Necessary Special Requirements and Essential Duties sections, while you are completing your application.

✦ **Job Duties Continued:** In the Employment Experience section of your application, list the duties that you have in common with those that are shown in the Job Announcement. Your job titles can help support what you describe, but they are not enough for us to make a determination as to how well you meet the minimum qualifications. Be specific as to how the duties of your previous or current employment are similar to those that are described in our Job Announcement. In other words, convince us that you can do the job and that you are the most qualified candidate for the position. You can attach extra pages if you run out of room on the form.

Lack of clarity in the Job Duties section will most likely result in a lower application score, which may mean that you will not get an interview for the position. Also, if the position requires a certain number of years of experience and/or education, be sure that your application lists at least the number of years of combined education and related experience to meet the total number of years experience and education required for the position.

One final piece of information is that Marion County does not accept resumes in lieu of the application form, so don't refer us to your resume when filling in the job duties or education sections; the application itself must convey how you meet the requirements listed in the minimum qualifications section of the job announcement.

- ✦ **List each job separately.** Do not lump jobs together even if they were with the same organization. If you held multiple positions with a single organization, list each position as a separate job. Include all relevant experience, whether it was paid or unpaid.
- ✦ **Education Section:** Be sure to check "yes" or "no" for the High School or GED box, even if you have completed college credits. In the School/College/University section, be

sure to include your major/minor. It may make a difference as to whether or not your education will be accepted as part of your qualifications. We also need to see the number of credit hours you have completed, even if you have a college degree. Also, if you do not fill in the date section, we will assume that you have not attained your degree, even if you have listed sufficient credit hours. Please do not list a date if you have not completed your degree.

- ✦ **Additional Training, skills, etc.:** There is room below the Education section where you can list any of your additional training, courses, skills, or programs completed. Use this space to include information that will enhance our understanding of your qualifications for the position.
- ✦ **Avoid jargon, acronyms, or vague language.** The reviewer may not know what your acronym stands for. Convey information in commonly used terms to make the message clear.
- ✦ **Complete all parts of the application.** Be sure all sections have been filled in. Provide an actual number for the average hours worked per week. If it is less than 40, the length of time in that job will be prorated accordingly. Do not put "varies", as the grader may not give credit for that job. An estimated number of hours/week is acceptable.
- ✦ **Make it legible.** Although your application does not have to be typed, it does need to be written in ink and readable.
- ✦ **Sign and date the application form.** If your application is not signed, it will be disqualified.
- ✦ **Staple any supplemental information to the back of your application followed by the Release of Information for Driving History and Affirmative Action Reporting pages.**
- ✦ **Make a copy of your completed application packet.** You may be asked to bring it to interviews. You may also want to use it when completing future employment applications.

- **Submit your completed application and required materials.** The application packet can be hand-delivered, faxed or mailed to Human Resources. The address and fax number are listed on the employment application. Applications must be received by 5:00 p.m. on the announcement closing date.

After an announcement closes, applications are reviewed for minimum qualifications. Only those meeting the minimum qualifications receive further consideration.

After applications are reviewed, a letter is sent to you explaining the status of your application. This letter will only indicate whether or not you met the minimum qualifications of the position.

## TIPS FOR RESPONDING TO EXAM QUESTIONS

Many job announcements include exam questions. To obtain the best possible score, keep the following in mind as you write your responses:

- **Please put your name on all pages of exam answers.**
- **Each question is reviewed independently.** Do not omit an answer to a question, because you feel you have already answered it in your response to another question. It is not enough to say “see above” or “see question number one”.
- **Number your answers to correspond to the question(s).** Be sure to identify which test question goes with your response.
- **Use the word “I”.** Do not just write about the process or what “we” did. Describe what you did.
- **Avoid jargon, acronyms or vague language.** A response such as, “I was involved in the budgeting process” is not descriptive enough. What were your duties? What did you do to achieve results? Jargon, acronyms and vague language detract from

the clarity of your response and the grader cannot assume anything.

- **Answer all parts of the question.** Address each part. For example, if a question asks you to include the type of computer software and length of time used, be sure you have indicated **specific software** and your **length of experience** for **each** form of software. In addition, be sure to identify and answer each part of a question (a., b., c., etc.) separately.
- **Repeat yourself if necessary.** Remember, each question is scored independently from the others. You may need to repeat information from one response to another.
- **Be concise, yet thorough.** While it is ok to describe a scenario if it is pertinent to the question, describing philosophies or what “experts” say on a subject only slows the process down without enhancing your score. Also, unless the announcement instructs you otherwise, there is no specific number of pages.
- **Remember to make it legible.** A grader cannot score what they cannot read.

## AFFIRMATIVE ACTION

Marion County is an equal opportunity, affirmative action employer and is committed to filling available positions with competitive candidates. All qualified applicants will be considered without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, or sexual orientation.

## PERSONS WITH DISABILITIES

You are encouraged to apply through the open competitive process. Marion County is prepared to make necessary arrangements to ensure the broadest range of services to individuals with disabilities. Please call (503) 589-3295 at least two (2) working days in advance for services.

## VETERANS' PREFERENCE POINTS

Per ORS 408.230 and ORS 408.235 relating to Veterans' Preference for public employment, to obtain veterans' preference points when applying for employment with Marion County, you must meet ALL of the following criteria:

<b>VETERAN (5 points)</b>	<b>DISABLED VETERAN (10 points)</b>
<ol style="list-style-type: none"> <li>1. You must have served in the Armed Forces for a period of more than 180 consecutive days, unless you were discharged because of a service-connected disability.</li> <li>2. You must have been released or discharged with other than dishonorable discharge.</li> <li>3. <b>You must attach a copy of your DD214/DD215 to your application.</b></li> </ol>	<ol style="list-style-type: none"> <li>1. You must have served in the Armed Forces for a period of more than 180 consecutive days, unless you were discharged because of a service-connected disability.</li> <li>2. You must have been released or discharged with other than dishonorable discharge.</li> <li>3. <b>You must attach the following to your application form:</b> <ol style="list-style-type: none"> <li>a. A copy of your DD214/DD215 form; and</li> <li>b. A copy of your veterans' disability preference letter from the Department of Veterans' Affairs.</li> </ol> </li> </ol>

**For additional information on Veterans' Preference eligibility, including definition of the terms "veteran" and "disabled veteran", contact the Oregon Department of Veterans' Affairs at 1-800-692-9666.**

## SELECTION METHODS

The following methods may be used to evaluate your related Employment Experience and Education:

- ✦ **Qualified** – Your application will be evaluated according to the minimum qualifications listed on the job announcement. If you meet these qualifications, you will receive a score of “qualified”. Further screening is at the discretion of the hiring department. You will receive a letter in the mail indicating that you met the minimum qualifications of the position. This does not guarantee you an interview.
- ✦ **Disqualified** – Your application will be evaluated according to the minimum qualifications listed on the job announcement. If you do not meet these qualifications, you will not receive a score and your application will not be reviewed any further. You will receive a letter in the mail informing you of the reason your application was considered “disqualified”.
- ✦ **Additional Testing for “Qualified” Applicants** – Some positions may require practical skills assessments. These examinations may include assessment of clerical or other related skills. Applicants may be contacted after the recruitment closes to schedule an appointment for assessment, or the exam may be scheduled as part of the interview. Not all applicants for a position will be invited to participate in this phase of the hiring process.
- ✦ **Interview List** – A list of the applicants with the top application, clerical skills test or practical exam scores will be sent to the hiring department. The hiring department contacts these applicants for interviews. This process can take up to six weeks after the closing date. Applicants who are not invited to interview may not receive any further communication about the position from Marion County.

## CERTIFIED DEPUTY SHERIFF & DEPUTY SHERIFF TRAINEE POSITIONS

After the applications have been graded and a status of “qualified” or “disqualified” has been given to each application, the Sheriff’s Office will send a letter inviting all qualified applicants to proceed to the testing process. The letter will indicate when and where the testing will take place. That is the only time staff will be available to administer the tests; there will be no alternate times or dates available. Testing consists of:

1. The Stanard Police Officer Selection Test (POST), a 12<sup>th</sup> grade level math; reading comprehension; spelling, punctuation and grammar; and report writing. Applicants must receive a score of 70% or higher on each section of the test in order to pass. Qualified applicants with passing scores already on file with Marion County will not be invited again for this portion of the testing process.
2. The Oregon Physical Abilities Test (ORPAT). For more information about the ORPAT, go to <http://www.oregon.gov/DPSST/AT/ORPAT.shtml>
3. Sheriff’s Office Pre-Employment Testing.

All qualified applicants who complete and pass all portions of the testing process will be forwarded to the interview process.

## UPDATING YOUR RECORDS

If your address or phone number changes after you have submitted your application, please notify the Marion County Human Resources Office of the change, as soon as possible, at (503) 589-3295.

## TEMPORARY EMPLOYMENT

Individual departments occasionally have temporary (less than six months) employment opportunities. To apply for temporary employment, complete a Marion County Employment Application and submit it to Marion County Human Resources. Some temporary positions are listed on the Marion County Employment Web site at:

<http://www.co.marion.or.us/BS/HR/jobopenings.htm>

Click on the link for Temporary Recruitments.

## FREQUENTLY ASKED QUESTIONS

### 1. How do I apply?

You can obtain a job announcement from:

- ♦ <http://www.co.marion.or.us/BS/HR/jobopenings.htm>
- ♦ Marion County Human Resources at:  
555 Court St., Ste 4250; Salem, OR 97301
- ♦ Marion County Human Resources, by  
calling (503) 589-3295 and requesting a job  
announcement and application.

Return your completed application and all required supplemental material to the address shown on the application.

### 2. Do I need to prepare a separate application form for each job announcement for which I apply?

Yes, you must submit a separate, complete application for each job announcement. Please follow the instructions on the job announcement for all jobs. Signed, legible photocopies are acceptable. The application is your signed statement of your training and experience.

### 3. How will I know if the county has received my application?

Due to the high volume of incoming applications, we are unable to verify receipt of applications. If you have not received a letter indicating that you either “met the minimum qualifications” or were “disqualified” within two weeks after the closing date on the job announcement, contact Marion County Human Resources. If you are applying for a temporary position, you will not receive confirmation that your application was received.

Marion County is not responsible for materials that are:

- ♦ Illegible,
- ♦ Lost or delayed in the mail,
- ♦ Missing as a result of transmittal by fax, or
- ♦ Submitted to offices other than Human Resources.

### 4. After I submit my application, when will I receive the results?

Under normal circumstances, you will receive a letter within two to three weeks, indicating whether your application “met the minimum qualifications” or was “disqualified”. The amount of time for notification is dependent on the volume of applications received for that specific recruitment.

If you are applying for a temporary position, the hiring department will contact applicants selected for interview. Although, applications for temporary employment are submitted to Human Resources, they are processed at the hiring department. Any questions should be directed to the hiring manager.

### 5. If I receive a passing score, how will I know where I am on the qualified applicant list?

Marion County is unable to release your application score, whether or not your name is on the interview list, or when interviews will be held. If you receive a letter indicating that your application “met the minimum qualifications”, you may or may not hear from the hiring department. Typically, departments will only contact applicants who will be invited to interview for the position.

### 6. When will I be invited to interview?

Not all applicants will be invited to interview. The hiring department will determine the interview date(s) and will contact only the applicants listed on the Interview List. There is no set amount of time between the closing date and the date of the interviews.

**7. How long will my name stay on the active hiring list?**

Your application may remain active for up to six months after the closing date of the recruitment. The standard expiration date for a recruitment is six months from the closing date. However, the hiring department reserves the right to decide whether or not to continue using a list and may discontinue use of a list at any time.

**8. I have reached (or will soon reach) my expiration date. How do I remain eligible?**

Marion County does not offer extensions on applications. It is best to submit a new application for consideration when you see that a new recruitment for the same position has opened.

**9. How might my application become invalid?**

Your application would become invalid if:

- ◆ We try to contact you for interview and receive no response, or
- ◆ You do not notify us of a new address and we receive returned mail.

**10. What happens if I submit my application then realize that I forgot to attach part of the required materials?**

**If the position has not yet closed**, you can submit the information. Your name and the recruitment number must be on the documents submitted.

**If the position has already closed**, the only paperwork that can still be submitted is the DD214/DD215 or veterans' disability preference letter. Your name and the recruitment number must be on the documents submitted.

**11. I applied for a Deputy Sheriff Trainee or Certified Deputy position with the Sheriff's Office. I already took the Stanard POST Test with another agency. Can you accept those scores?**

As of November 30, 2005, Marion County is no longer accepting Stanard POST Test scores from other agencies.



**MAILING ADDRESS**

Marion County  
Human Resources  
PO Box 14500  
Salem, OR 97309

**BUSINESS ADDRESS**

Marion County  
Human Resources  
555 Court St., Suite 4250  
Salem, OR 97301

**PHONE NUMBER** (503) 589-3295

**FAX NUMBER** (503) 588-5495

<http://www.co.marion.or.us/BS/HR/jobopenings.htm>

