

MOHAVE COUNTY EMPLOYMENT GUIDE

CURRENT JOB OPENINGS

To view our current job openings go to [Job Opportunities](#) and scroll down to see our open jobs. Keep in mind that Mohave County only accepts applications for open positions. If a specific job is not open, click on [Job Interest Cards](#) and complete the requested information.

HOW TO APPLY

Once you have reached the Job Opportunities Page, click on the position title that you want to apply for, read the job posting and instructions (if applicable), then Click on "Apply". You will be redirected to the login site and instructed to create an account. If you already have an account, log in with your username and password.

SUBMITTING AN APPLICATION

Mohave County only accepts online applications. An application must be submitted for each recruitment by the closing date and time specified in the posting. Resumes are not accepted in lieu of a completed online Mohave County Application. It will be your responsibility to allow adequate time in submitting an application on time. Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.

ACCEPTANCE

All applications are accepted on a tentative basis subject to a later review of your employment history. If you do not meet the necessary requirements or your work history is not acceptable, you will not be considered for employment. Issuance or acceptance of an application shall not be construed as incurring an obligation by Mohave County or the Superior Court System. In no case shall acceptance of an application constitute assurance of consideration, and an applicant may be required to submit additional application information and/or undergo further testing for a position.

MAXIMIZING YOUR OPPORTUNITY FOR EMPLOYMENT

Please remember that your application is the first impression in the application process. A quality application will determine whether or not you move to the next phase of the selection process. It is important that your application show all the relevant education and experience you possess. Your application must be completed in sufficient detail to allow comprehensive review and evaluation. A resume may be attached for additional information only and will not be accepted in lieu of a completed application. Applications may be rejected if incomplete.

EMPLOYMENT HISTORY

The employment history section must be fully completed to be considered in the selection process. Beginning with your current or most recent employer (including volunteer experience), list your employers for the last 10 years of employment. Provide complete and accurate addresses of former employers. If you have had more than one position with the same employer, please list each position separately. A resume may be attached for additional information only and will not be accepted in lieu of a completed application.

CONSIDERATION OF APPLICATIONS

Applications are screened after the recruitment closing date against defined job related criteria. Continuous recruitments are open until the County needs are met. Top applicants are certified for further consideration in the selection process which may include an interview or further testing. Some positions may require additional testing depending on specific job-related criteria. This testing includes, but is not limited to: computer based skills assessment, written examination, oral board review, performance testing, physical agility testing, polygraph examination and/or psychological testing. Applicants who do not move on to the next phase of the recruitment process will be notified via email and applicants who are selected to interview will be contacted by the hiring department.

TESTING OF APPLICANTS

Certain positions may require testing to include, but not limited to: computer based skills testing through the OPAC (Office Proficiency Assessment Certification) system, written examination, oral board interview, performance test, physical agility test, heavy equipment testing, background investigation including a review of any criminal convictions, polygraph examination and/or psychological or honesty tests.

SELECTION: Individuals selected for County positions will be extended an offer of employment by a representative of the Hiring Department. As a condition of employment, all prospective employees will be required to:

- A. Provide at their own expense, documents establishing identity and employment eligibility;
- B. Sign a loyalty oath.
- C. Positions that include driving as part of their function will be required to provide at their own expense, a satisfactory 3 year driving history record.
- D. Some positions will require successful completion of a drug screen and/or require a fitness-for-duty medical evaluation performed by the County's designated medical provider, generally at County expense.

APPLICANT NOTIFICATION

If you did not select your notification preference as email when filling out your application, then the Human Resources Department will be unable to notify you of your status in the selection process. You will be notified by the Hiring Department if you are selected for interview or further testing.

EQUAL EMPLOYMENT OPPORTUNITY

Mohave County and the Superior Court System are Equal Employment Opportunity Employers. It is the policy of Mohave County and the Superior Court to recruit, hire, and promote qualified persons without regard to race, color, sex, religion, national origin, age, political affiliation, physical or mental impairments and/or veteran status.

CRIMINAL HISTORY REVIEW

If hired, as a condition of employment, all employees will be required to pass a thorough background investigation which includes a criminal history review in accordance with A.R.S. (Arizona Revised Statutes) 41-1750. Some job classifications may require fingerprint clearance, drug screen and/or physical agility.

VETERANS

Mohave County gives preference points to veterans in the assessment process for initial employment. Click on the link below for more information and to download the "[Claim for Veteran's Preference Points](#)" form.

ADA

If you have a physical, mental or learning disability which may affect your ability to complete the required testing during the recruitment and selection process for a specific position, please contact the Mohave County Human Resources Department. Special testing accommodations may be arranged if verification of the disability is provided from a doctor, rehabilitation counselor or other authority. You will be contacted to make specific arrangements. Under provision of Title 1 of the Americans with Disabilities Act, this information is obtained only to arrange accommodations.

IF YOU HAVE QUESTIONS OR CONCERNS REGARDING THE APPLICATION PROCESS, CONTACT:

Mohave County
Human Resources Department
700 W. Beale St., Kingman, AZ 86401
(928) 753-0736 Extension 4363