

# How to Apply Online with the City of Saint Paul

This is a "How To" for the first time online application system user.

(You will need an email address. If you do not have an email address, you can get one free from GMail, Hotmail, or Yahoo.)

**STEP 1** At the Employment page ([www.stpaul.gov/jobs](http://www.stpaul.gov/jobs)), select the Current Job Openings button or Internal Openings link for current City of Saint Paul employees.

SAINTPAULMINNESOTA The most livable city in America.

City Projects | I Want To... | Government | Services | Arts, Culture and Events | Search Search GO

You are here: [Home](#) > [Government](#) > [Human Resources](#) > [Employment](#)

Human Resources

Current Job Openings

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Applicant Login & Application Status

Job Descriptions

How to Apply

Veteran's Preference

Notify Me of Future Jobs

Benefits

Firefighter Information

Police Officer Information

## Employment

The City of Saint Paul values a workforce that reflects the community. To learn about employment with the City of Saint Paul, please select from the options below.

The City of Saint Paul is an Equal Opportunity Affirmative Action Employer. Therefore we encourage applications from all individuals including persons with disabilities, persons of color, LGBT, and women.

Current Job Openings Internal Openings How to Apply

**STEP 2** Scroll down to the job category listings and click on the job you are interested in.

[Print this page](#)

1 record found.

Page #  of 1 [go](#)

Position	Department	Location	Emp. Type	Salary	Closing Date
<a href="#">Community Youth Worker</a>	06-001 Planning and Economic Development	Downtown-City Hall - Saint Paul	Full Time	\$1,282.71 - \$1,722.51 biweekly	

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**STEP 3** Review the job announcement carefully, noting the requirements, documents needed to complete the application, application deadline, and all other pertinent information listed.

You may review the benefits that are offered through the City of Saint Paul by clicking on the Benefits tab and the Benefits side navigation bar link. If supplemental questions will be asked with the general application, the Supplemental Questions tab will be available for your review.

To apply for the position, click on the Apply link to submit an application.

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

**STEP 4** Click on "create an account" if you are a first time user. (Note: If you have already created an account here or at [www.governmentjobs.com](http://www.governmentjobs.com), log in at the main screen.

Sign in to apply

[Create an account](#)

\*Username

\*Password

Sign in

**STEP 5** Enter the **Username** and **Password** you have created. Click on the **Sign In** button.

**STEP 6** At the main screen shown below, complete all sections on the side navigation bar below. All fields that don't say (Optional) are required fields.

Cultural Liaison

Job Details

Apply

Resume

Info

Work

Education

Additional

References

Attachments

Questions

Review

Submit

## Import Your Resumé

Save time by importing your information into our system automatically



Transfer from LinkedIn

Use your LinkedIn resume information for your new profile. You can edit this info later.



Upload from Computer

Supported file types: .pdf, .doc, .txt

To manually fill in your information, you can

Skip this step

If you did not enter information into a required field or if you have entered it incorrectly, you will see the message highlighted below in orange indicating a field needs to be completed. Simply correct the error. As you complete the required fields, the required error message will disappear. Click the Save button when section is complete.

### Name

First

This field is required

M (Opt.)

Last

Former Last (Optional)

## STEP 7

Click on the Next button to proceed through the sections after completed.  
Note: You will not be allowed to go to Next selection if you have not selected 'Save' for each section before moving on.

Next

## STEP 8

Complete each section and review application for accuracy and completeness within the Review section. After review of application, select Proceed to Certify and Submit button for final step.

Proceed to Certify and Submit

# Final Step to Ensure Application is Submitted

Click the 'Accept & Submit' button to submit your application.

The Submit section must be completed in order to successfully submit your application. If you hit the 'Decline' button and select 'Leave this Application', your application will not be submitted. Click 'Don't Leave' if you want to submit application.

Accept & Submit

You will receive a confirmation message and email to confirm your application was submitted.



## Application Submitted!

Successfully submitted on 1/27/2014 at 12:53 PM Central Time

You can check the status of this application by visiting "[Applications](#)" in the main menu bar.



Thank you for submitting a City of Saint Paul application. Please review the Job Bulletin to verify you have submitted the required materials and understand the selection process.

Additional attachments uploaded **after you have submitted an online application** will not be received by Human Resources unless sent via email, fax, mail, or in person by the application deadline to:

Office of Human Resources  
200 City Hall Annex  
25 W. Fourth Street  
Saint Paul, MN 55102  
E-mail: [Jobs@stpaul.gov](mailto:Jobs@stpaul.gov)  
Fax: 651-266-6490

A confirmation e-mail and future notifications will be sent to the e-mail address listed on your application. To ensure you receive our e-mails, be sure to check your spam folder and settings.

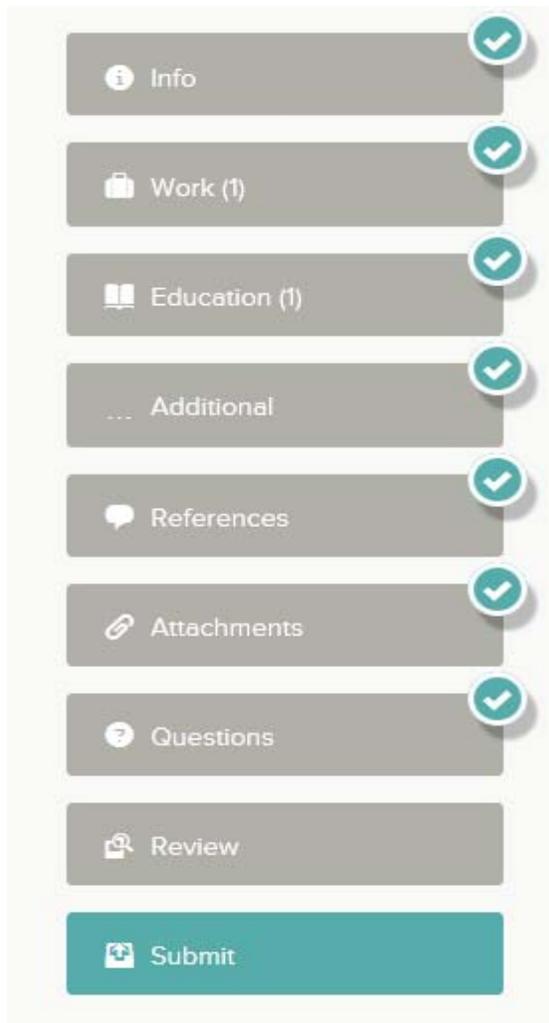
To learn more about the City of Saint Paul, visit [www.stpaul.gov](http://www.stpaul.gov).

## HELPFUL INFORMATION TO NAVIGATE SYSTEM

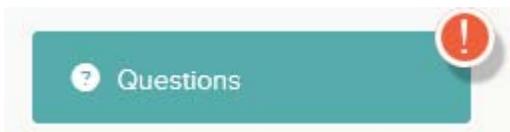
### How do I know I've completed all necessary steps on the application?

If each section is completed, a checkmark will display next to each section as shown:

**IMPORTANT NOTE:** A checkmark doesn't necessarily mean all items are completed within a section so make sure all sections are complete.



If you notice a symbol like the following, please go back and complete the section.



# How do I manually attach attachments?

In the Attachments section, click the .

## Attachments

Supported file types: doc, docx, xls, xlsx, ppt, pptx, potx, pdf, gif, tiff, tif, jpe, jpeg, jpg, png, htm, html, rtf, txt, bmp

 Add supplemental attachment

*\* Required attachments must be provided before submission*

Next

## Choose Attachment Type

### Choose attachment type

- Cover Letter
- License
- Other
- References
- Resume

If you don't choose an attachment type, the Upload button will be grayed out and you will not be able to continue.

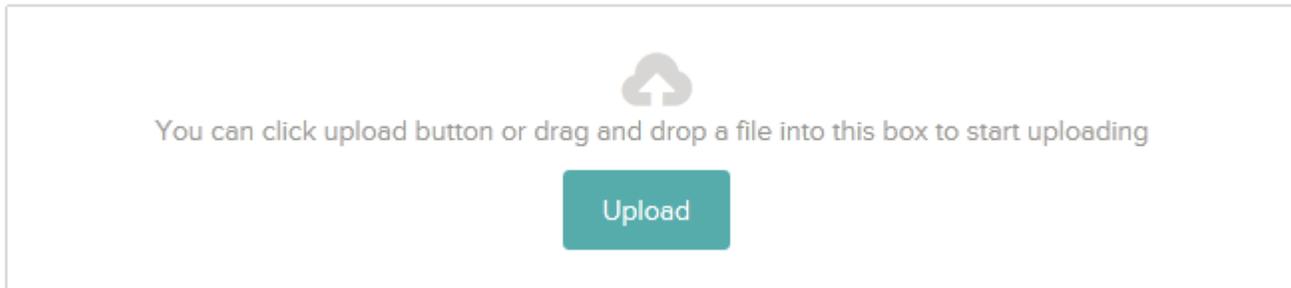
Choose attachment type 



You can click upload button or drag and drop a file into this box to start uploading

Upload

**Click the Upload button.**



**Navigate to the appropriate folder on your computer to upload the desired attachment.**

**To delete an attachment, click on the  on the appropriate attachment.**



**To add another attachment, select plus sign on Add Supplemental attachment.**



# Is it ok if I don't enter all the information on the application?

## Questions

The Questions section contains standard Agency-Wide questions asked on all applications and may contain important Supplemental Questions to application that may be reviewed by hiring manager. Please read this section carefully and respond to all questions completely and comprehensively.

## Work

## Education

You must enter all information related to your Education and Work Experience. If you get to the review section and did not complete the Work Experience and/or Education sections, you will see the message below. You can go back to those sections to complete by clicking on the appropriate section on the left navigation bar. You will not be able to submit application unless the sections are complete or you initial the box below.

## Certify & Submit

Enter your initials to acknowledge that you have skipped the following section(s):

- Work Experience
- Education

Initials

## Review

The Review section gives you an opportunity to review your application for completeness. Click on the Edit link to fix information within the various sections.

# I'm interested in jobs in specific categories. How can I get notified on openings?

Go to [www.stpaul.gov/jobs](http://www.stpaul.gov/jobs) **Notify Me of Future Jobs** side navigation link.

The screenshot shows the Saint Paul Minnesota website. The header includes the city name and the slogan 'The most livable city in America.' Below the header is a navigation bar with links for 'City Projects', 'I Want To...', 'Government', 'Services', and 'Arts, Culture and Events'. A search bar is on the right. The left sidebar contains a menu with items like 'HR Employment', 'Current Job Openings', 'Internal Openings', 'Job Descriptions', 'How to Apply', 'Applicant Login & Application Status', 'Benefits', 'Notify Me of Future Jobs' (highlighted with a red box), and 'FAQs'. The main content area is titled 'Job Descriptions' and shows details for a job: 'Class Title: Accountant I', 'Class Code: 001', and 'Salary: \$19.98 - \$26.29 Hourly, \$1,598.18 - \$2,103.47 Biweekly, \$3,476.05 - \$4,575.05 Monthly, \$41,712.58 - \$54,900.56 Annually'. The page is powered by NEOGOV.

Select the Request job notifications by category. You can individually select categories by selecting the checkbox OR you can click on the **Select All Categories** button.

The screenshot shows the 'Job Interest Cards' section. It is powered by NEOGOV. The text instructs users to place a check in the box next to each job category for which they would like to receive email notifications, fill out the required information in the 'Job Interest Card' section, and click the 'Submit Request' button. It also mentions that for the next 12 months, they will receive an email notification each time a position opens with the City of Saint Paul whose category matches one of the categories chosen. A reminder email will be sent in 11 months to give an opportunity to extend notifications for another year. To change results, users can deselect and reselect categories using 'Clear All Categories/Select All Categories' links or by clicking on the check boxes.

Select Category	Select All Categories	Clear All Categories
<input type="checkbox"/> Accounting and Finance	<input type="checkbox"/> Building & Safety	<input type="checkbox"/> Engineering
<input type="checkbox"/> Executive Management	<input type="checkbox"/> Fire & EMS	<input type="checkbox"/> Human Resources
<input type="checkbox"/> IT and Computers	<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Legal
<input type="checkbox"/> Library	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Office and Administrative Support
<input type="checkbox"/> Parks and Recreation	<input type="checkbox"/> Planning and Development	<input type="checkbox"/> Professional
<input type="checkbox"/> Public Works	<input type="checkbox"/> Water Agency	<input type="checkbox"/> Zoo

Scroll down and fill out the Job Interest Card and click on the Submit Request button.

### Job Interest Card

Fields marked with a "\*" are required.

\* Last Name:

\* First Name:

\* Address:

\* City:

\* State:

\* Zip Code:

\* Country:

Home Phone:

Work Phone:

\* Email Address:

Submit Request

If you submitted the request, a confirmation screen will appear verifying that your job interest card has been received and that it is valid for 12 months. You will need to record the web address shown on this screen for future reference should you want to cancel the notifications.

### Job Interest Card

Thank you for your request.

For the next 12 months, you will be notified when any position for City of Saint Paul that matches the job categories you've selected becomes available. We'll also send you a reminder email in 11 months to give you an opportunity at that time to extend your notifications for another year.

If at any time you wish to cancel notifications for one or more of the job categories you've selected, please visit the following web address:

<https://www.training.governmentjobs.com/myinterestcards.cfm?OJRID=37448&EMA=trisha%2Efreiberger%40ci%2Estpaul%2Emn%2Eus>

# I'm interested in jobs in specific job titles. How can I get notified on openings?

Go to [www.stpaul.gov/jobs](http://www.stpaul.gov/jobs) and click on **Job Descriptions** side navigation link.

SAINTPAULMINNESOTA The most livable city in America.

City Projects | I Want To... | Government | Services | Arts, Culture and Events Search

You are here: [Home](#) > Employment Opportunities

**Job Descriptions**

powered by **NEOGOV™**

**Class Title:** Accountant I

**Class Code:** 001

**Salary:** \$19.98 - \$26.29 Hourly  
 \$1,598.18 - \$2,103.47 Biweekly  
 \$3,476.05 - \$4,575.05 Monthly  
 \$41,712.58 - \$54,900.56 Annually

Click on class title interested in being notified on when position is announced (Example: Accountant I)

**Job Descriptions**

powered by **NEOGOV™**

**Human Resources Job Descriptions**

[List of recent changes to job descriptions](#)

The City of Saint Paul has over 500 class specifications. Each specification is a general description of the work performed by positions allocated to that job class. Specifications include salary ranges and a link to the complete salary schedule.

The **Job Family System** is another resource available to employees, managers, and applicants to assist in identifying career progression opportunities within the City of Saint Paul.

If you have any questions about this site, please call (651) 266-6481.

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Search  
 Search for class title or class code:  **Go**

589 records found.  
 Page # 1 of 24

Class Title	Min Monthly Salary	Max Monthly Salary
<a href="#">Accountant I</a>	\$3,528.35	\$4,978.16
<a href="#">Accountant II</a>	\$3,974.04	\$5,600.90
<a href="#">Accountant III</a>	\$4,475.60	\$6,299.89
<a href="#">Accountant IV</a>	\$5,482.99	\$7,575.40

Click on the **Email me when jobs like this become available** button.

## Class Specifications

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**NEOGOV™**

**Class Title:** Accountant I

**Class Code:** 001

**Salary:** \$19.98 - \$26.29 Hourly  
\$1,598.18 - \$2,103.47 Biweekly  
\$3,476.05 - \$4,575.05 Monthly  
\$41,712.58 - \$54,900.56 Annually

[Print Job Information](#)

[Email me when jobs like this become available](#)

Description

Benefits

Fill out the Job Interest Card and click on the Submit Request button.

## Job Interest Cards

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**Class Title:** Accountant I

**Class Code:** 001

**Salary:** \$19.98 - \$26.29 Hourly  
\$1,598.18 - \$2,103.47 Biweekly  
\$3,476.05 - \$4,575.05 Monthly  
\$41,712.58 - \$54,900.56 Annually

### Job Interest Card

Fields marked with a "\*" are required.

\* Last Name:

\* First Name:

\* Address:

\* City:

\* State:

== Select State ==

\* Zip Code:

\* Country:

US

Home Phone:

Work Phone:

\* Email Address:

If you submitted the request, a confirmation screen will appear verifying that your job interest card has been received and that it is valid for 12 months. You will need to record the web address shown on this screen for future reference should you want to cancel the notifications.

#### Job Interest Card

Thank you for your request.

For the next 12 months, you will be notified when any position for City of Saint Paul that matches this job classification becomes available. We'll also send you a reminder email in 11 months to give you an opportunity at that time to extend your notifications for another year.

If at any time you wish to cancel notifications for this job classification, please visit the following web address:

<https://www.training.governmentjobs.com/myinterestcards.cfm?OJRID=37448&EMA=trisha%2Efreiberger%40ci%2Estpaul%2Emn%2Eus>

2/5/2014