

Online Application Guide

This guide will help you through the process of applying for a position online with Jefferson Parish Civil Service. An application can be filled out on any computer with access to the internet. Also, there are application computers available for your use in either of the Personnel Offices.

Please be aware that you must fill out a separate application for each position for which you would like to be considered.

Step 1

Log onto Jefferson Parish Personnel Department website at www.jeffparish.net.

Step 2

To check for the current available positions, click on the link **Jobs**.

Home | Services | Calendar | News | **Jobs** | Translate | Contact Us

Jefferson Parish, Louisiana

Government Departments Residents Businesses Visitors I Want To... Search...

THOMAS JEFFERSON
3rd President of the United States, signer on the Declaration of Independence, played key role in Louisiana Purchase. Jefferson Parish established in 1825, is named in honor of Thomas Jefferson

Brooms To Basins
A grassroots effort to keep grass and debris out of Jefferson Parish storm drains.
> MORE INFO

Important Information

- > About Jefferson Parish
- > Automated Water Billing
- > Road Closures and Alerts
- > Announcements

JP TV SERVICE Request WEATHER Radar TRAFFIC Camera

Step 3

The job opportunities page will appear. Scroll down the page (past the search criteria box) until you reach the full list of our currently open jobs. You will see the Position Title, Employment Type, Salary, Closing Date, and a brief description.

 [Print this page](#)

29 records found.

Page # of 2



Position ▾	Emp. Type ▲	Salary ▲	Closing Date ▲
ACCOUNTANT I (1210)	Permanent	\$30,533.00/Year	
EXAMINATION IS ANNOUNCED TO SUPPLEMENT THE EMPLOYMENT LIST TO FILL ONE (1) CURRENT WEST JEFFERSON VACANCY IN THE DEPARTMENT OF FINANCE - ACCOUNTING DEPARTMENT AND FUTURE VACANCIES AS THEY OCCUR.			
NOTE: Selective certification of eligibles with a minimum of one year of r...			
ADMINISTRATIVE MANAGEMENT SPECIALIST III...	Permanent	\$37,885.00/Year	
EXAMINATION IS ANNOUNCED TO ESTABLISH AN EMPLOYMENT LIST TO FILL ONE (1) CURRENT EAST JEFFERSON VACANCY IN THE LIBRARY DEPARTMENT AND FUTURE VACANCIES AS THEY OCCUR....			
AIR CONDITIONING/HEATING MECHANIC (2315)	Permanent	\$29,307.00/Year	Continuous
EXAMINATION IS ANNOUNCED TO ESTABLISH AN EMPLOYMENT LIST TO FILL ONE (1) CURRENT WEST JEFFERSON VACANCY IN THE DEPARTMENT OF GENERAL SERVICES AND FUTURE PARISH-WIDE VACANCIES AS THEY OCCUR....			
ALARIO CENTER MARKETING/SALES ASSOCIATE ...	Permanent	\$32,984.00/Year	
EXAMINATION IS ANNOUNCED TO ESTABLISH AN EMPLOYMENT LIST TO FILL ONE CURRENT WEST JEFFERSON VACANCY AT THE ALARIO CENTER AND FUTURE VACANCIES AS THEY OCCUR.			

Step 4

Click on the **Position Title** link for the position for which you would like to apply.

Page # of 2



Position ▾	Emp. Type ▲	Salary ▲	Closing Date ▲
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Step 5

The next page is the full job announcement for the Position. It will give you details about the Kind of Work, Minimum Requirements, Benefits, and Supplemental Questions for that particular position.

Job Title: AIR CONDITIONING/HEATING MECHANIC (2315)
Closing Date/Time: Continuous
Salary: \$29,307.00 Annually
Job Type: Permanent
Location: Jefferson Parish, LA West Bank, Louisiana

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

Purpose of Announcement Questions	Benefits	Supplemental
EXAMINATION IS ANNOUNCED TO ESTABLISH AN EMPLOYMENT LIST TO FILL ONE (1) CURRENT WEST JEFFERSON VACANCY IN THE DEPARTMENT OF GENERAL SERVICES AND FUTURE PARISH-WIDE VACANCIES AS THEY OCCUR.		
Kind of Work:		
Employee will perform journeyman level work in the installation, maintenance, troubleshooting and repair of Parish owned environmental control systems, including but not limited to window air conditioning units, package and split air conditioning systems, heat pumps, chilled water systems, computer room A/C units, gas heaters, electric heaters, hydronic systems, air distribution and ventilation systems, cooling towers, refrigeration appliances, pneumatic and Direct Digital Controllers (DDC), three phase equipment (pumps, starters, motors, etc.).		
Minimum Qualifications For Admission to Examination:		
Possession of a current Jefferson Parish Mechanical Contractor's License* and Jefferson Parish Gasfitter's License*. Possession of a CFC Technical Universal Certification as regulated and required by Section 608 of the Environmental Protection Agency		

Step 6

To apply for the position, click on the **Apply** link.

Salary: \$29,307.00 Annually
Job Type: Permanent
Location: Jefferson Parish, LA West Bank, Louisiana

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

Purpose of Announcement Questions	Benefits	Supplemental
EXAMINATION IS ANNOUNCED TO ESTABLISH AN EMPLOYMENT LIST TO FILL ONE (1) CURRENT WEST JEFFERSON VACANCY IN THE DEPARTMENT OF GENERAL SERVICES AND FUTURE PARISH-WIDE VACANCIES AS THEY OCCUR.		
Kind of Work:		

Step 7

The next page will ask you for your Username and Password. If you have never applied with Jefferson Parish or Government Jobs, you will need to create a new account, username and password, by using the **Create Your Account Here!** link.

Login

Are you registered?

To apply online for a position, please [create an account](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

Online Employment Application Guide

Username:

Password:

[I Forgot My Username and/or Password](#)

Not Registered Yet? [Create Your Account Here!](#)

Step 8

Fill out the requested information to create your new user account. Please note that your Password must include one number, one letter, and one special character (i.e., *, &, ?), and it must be at least 8 characters long. When finished click on **Save** at the bottom.

*It is important to remember your username and password in order to apply for future positions and/or edit your information.

* First Name

Middle Initial

* Last Name

Primary Phone

Alternate Phone

Email

An Email Address is NOT required to apply for this position. However, it is HIGHLY recommended that a valid email address be used so that you may receive notices (including emails to reset your password if you have forgotten it).

* Notification Preference == Select ==
By which method would you prefer to be notified about application status, testing dates and examination results?

* Address 1

Address 2

* City

* State == Select ==

* Zip

Country == Select ==

* Username

Tip: Your usernames must be unique. Choose a Username that you can easily remember. You may use letters and numbers and the underscore "_". Example: john_doe25

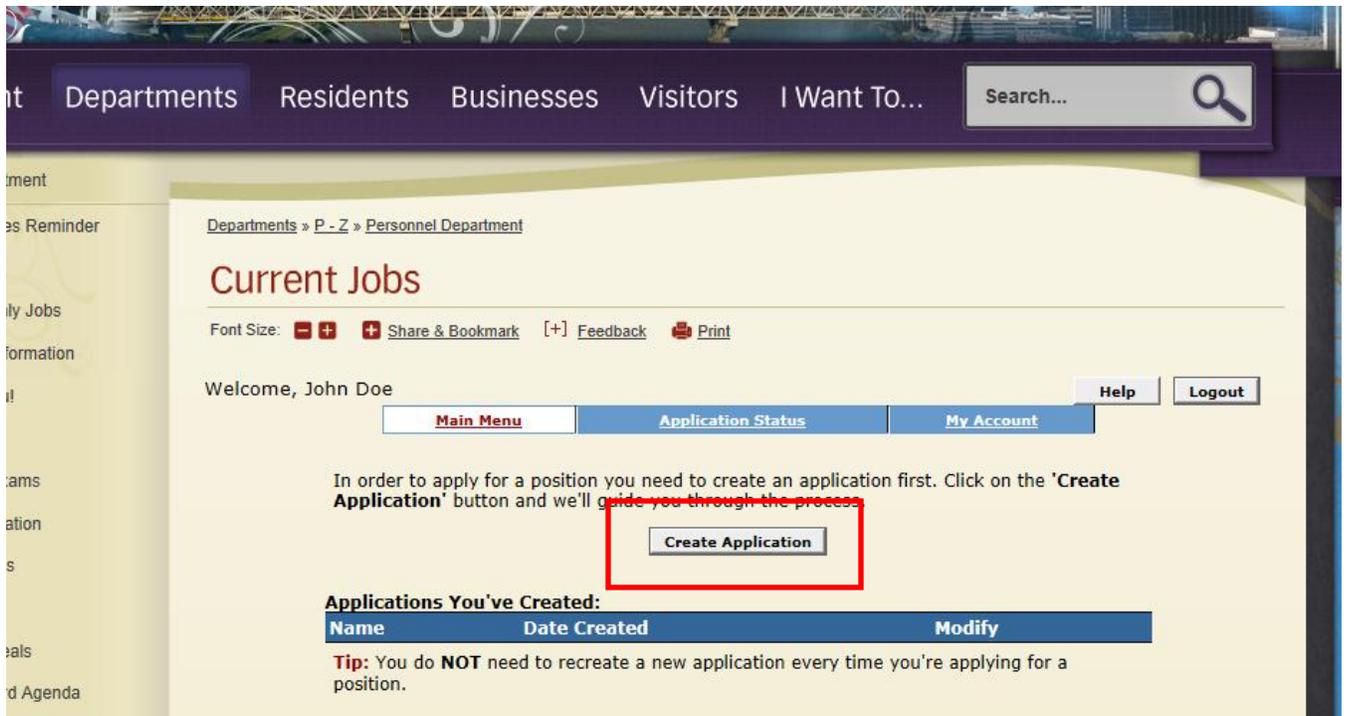
* Password

Password must contain at least one letter (any case)
Password must contain at least one number
Password must contain at least one special character
Password must be at least 8 characters long

* Confirm Password

Step 9

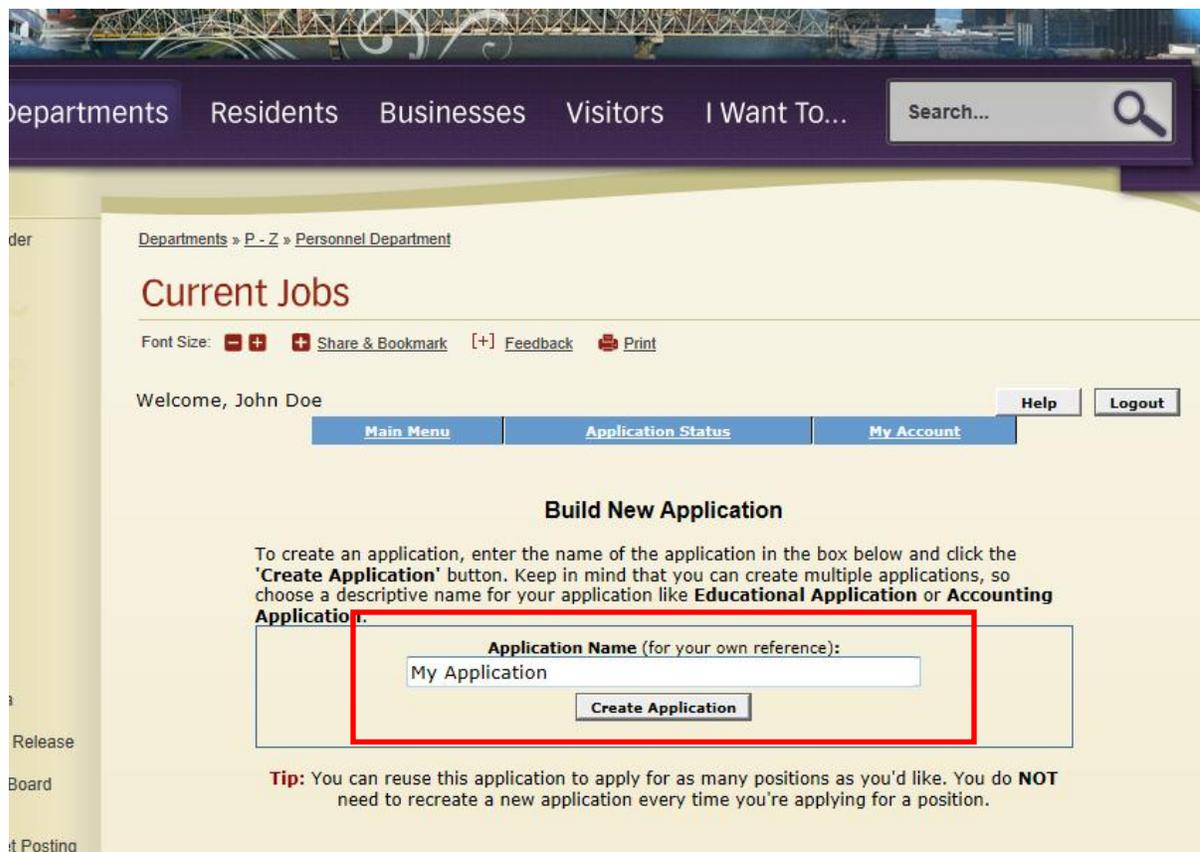
Click on the **Create Application** button.



The screenshot shows the 'Current Jobs' page in a web application. The navigation bar at the top includes 'Departments', 'Residents', 'Businesses', 'Visitors', and 'I Want To...'. A search bar is located on the right. The main content area is titled 'Current Jobs' and includes a breadcrumb trail: 'Departments » P - Z » Personnel Department'. Below the title, there are links for 'Font Size', 'Share & Bookmark', 'Feedback', and 'Print'. A welcome message 'Welcome, John Doe' is displayed, along with 'Help' and 'Logout' buttons. A menu bar contains 'Main Menu', 'Application Status', and 'My Account'. The main instruction reads: 'In order to apply for a position you need to create an application first. Click on the 'Create Application' button and we'll guide you through the process.' The 'Create Application' button is highlighted with a red box. Below this, there is a section titled 'Applications You've Created:' with a table header: 'Name', 'Date Created', and 'Modify'. A tip at the bottom states: 'Tip: You do NOT need to recreate a new application every time you're applying for a position.'

Step 10

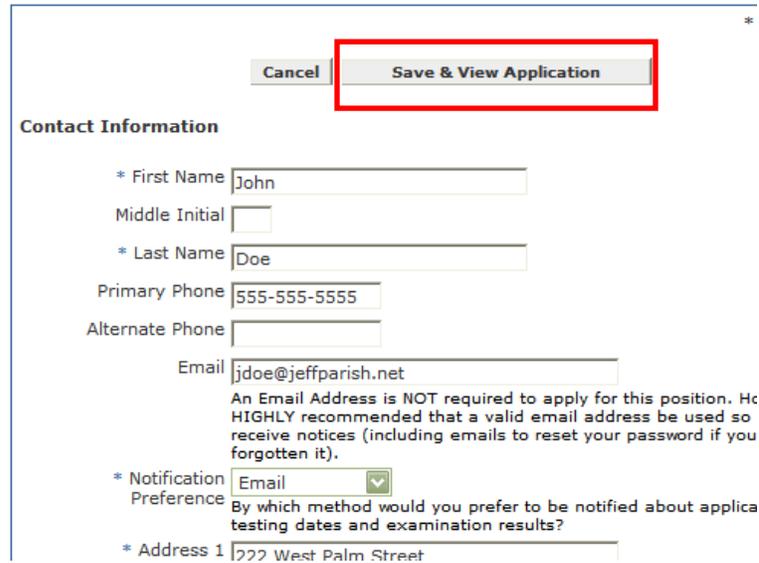
Give your application a name in the Application Name box. Then click on **Create Application**.



The screenshot shows the 'Build New Application' page in the same web application. The navigation bar and search bar are identical to the previous screenshot. The main content area is titled 'Build New Application' and includes the breadcrumb trail: 'Departments » P - Z » Personnel Department'. Below the title, there are links for 'Font Size', 'Share & Bookmark', 'Feedback', and 'Print'. A welcome message 'Welcome, John Doe' is displayed, along with 'Help' and 'Logout' buttons. A menu bar contains 'Main Menu', 'Application Status', and 'My Account'. The main instruction reads: 'To create an application, enter the name of the application in the box below and click the 'Create Application' button. Keep in mind that you can create multiple applications, so choose a descriptive name for your application like **Educational Application** or **Accounting Application**.' Below this, there is a form with a text input field labeled 'Application Name (for your own reference):' containing the text 'My Application'. The 'Create Application' button is highlighted with a red box. A tip at the bottom states: 'Tip: You can reuse this application to apply for as many positions as you'd like. You do NOT need to recreate a new application every time you're applying for a position.'

Step 11

Verify your information on the screen and then click on **Save & View Application**.



* Required Field

Cancel Save & View Application

Contact Information

* First Name

Middle Initial

* Last Name

Primary Phone

Alternate Phone

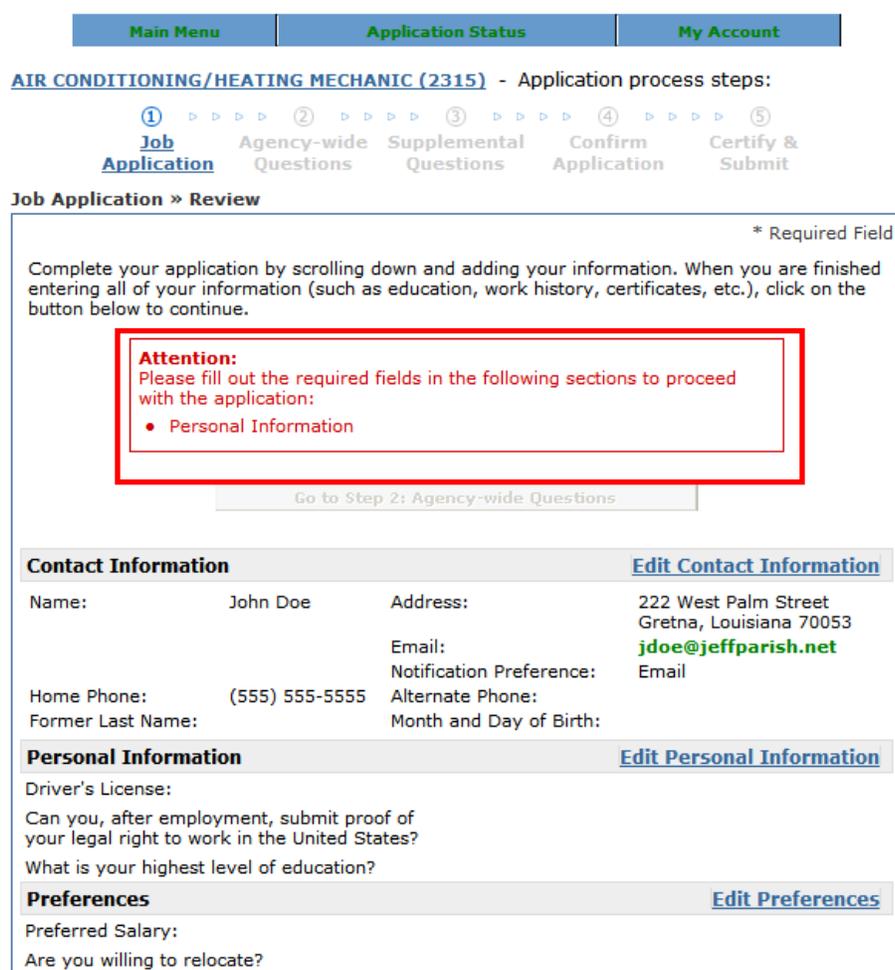
Email
An Email Address is NOT required to apply for this position. It is HIGHLY recommended that a valid email address be used so you can receive notices (including emails to reset your password if you forget it).

* Notification Preference
By which method would you prefer to be notified about application testing dates and examination results?

* Address 1

Step 12

On the next screen, you will be adding some additional information (such as Education, Work History, Skills, etc.). If at any time during the application process the red Attention box appears, it points out the information you failed to fill out.



Main Menu Application Status My Account

AIR CONDITIONING/HEATING MECHANIC (2315) - Application process steps:

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

Job Application » Review

* Required Field

Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.

Attention:
Please fill out the required fields in the following sections to proceed with the application:

- Personal Information

Go to Step 2: Agency-wide Questions

Contact Information [Edit Contact Information](#)

Name:	John Doe	Address:	222 West Palm Street Gretna, Louisiana 70053
		Email:	jdoe@jeffparish.net
Home Phone:	(555) 555-5555	Notification Preference:	Email
Former Last Name:		Alternate Phone:	
		Month and Day of Birth:	

Personal Information [Edit Personal Information](#)

Driver's License:
Can you, after employment, submit proof of your legal right to work in the United States?
What is your highest level of education?

Preferences [Edit Preferences](#)

Preferred Salary:
Are you willing to relocate?

Step 13

In order to have a completed application, you must fill out the following sections on this screen: **Personal Information, Preferences, Education, and Work Experience**. The other links are considered optional.

Home Phone: (555) 555-5555	Notification Preference: Email
Former Last Name:	Alternate Phone:
	Month and Day of Birth:
Personal Information	Edit Personal Information
Driver's License: Can you, after employment, submit proof of your legal right to work in the United States? What is your highest level of education?	
Preferences	Edit Preferences
Preferred Salary: Are you willing to relocate? Types of positions you will accept: Types of work you will accept: Types of shifts you will accept:	
Objective	
Education	Add Education
Work Experience	Add Work Experience
Certificates and Licenses	Add Certificates or Licenses
Skills	Add Skills
Office Skills	Edit
Typing: 0	
Data Entry: 0	
Additional Information	Add Additional Information
References	Add Reference

Step 14

Once you have filled out your information, click on the **Go to Step 2: Agency-wide Questions** button.

Skills	Add Skills
Office Skills	
Typing: 0	
Data Entry: 0	
Additional Information	Add Additional Information
References	Add Reference
Resume	Edit Resume
Next Resume	
Attachments	Add Attachment
Go to Step 2: Agency-wide Questions	

Step 15

Follow the instructions for the Agency-wide Questions. Be sure to answer the questions fully.

Main Menu	Application Status	My Account
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AIR CONDITIONING/HEATING MECHANIC (2315) - Application process steps:

① >>>> ② >>>> ③ >>>> ④ >>>> ⑤

[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Agency-wide Questions

* Required Field

If you need more than **30 minutes** to complete this section click the **'Save Work in Progress'** button occasionally to save your work. **Typing does not extend your session.** 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 you are applying for or to provide us with statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by Federal, State and local agencies.

*1. A complete work history is required. For periods of unemployment please list the start and end date, as you would for a period of employment, and state unemployed.
Did you submit a complete work history?
 Yes No

*2. Failure to supply requested information may cause your application to be rejected. Answer every question truthfully, completely and accurately. This information is needed to determine your employment eligibility. Omitted, incomplete, false or misleading information may cause your application to be rejected.
I understand the above:
 Yes No

*3. Have you ever been convicted of, or plead guilty to, any law violation other than minor traffic violations? Include drug and DWI Convictions:
 Yes No

4. If you checked yes to the above question, please give a detailed explanation.

Step 16

When finished answering all of the Agency-wide questions, click on the **Save & Proceed** button at the bottom of the page.

: Time
Call

Save Work in Progress	Save & Proceed
---------------------------------------	------------------------------------

* Required Field

Step 17

The next and last set of questions will be the Supplemental Questions. These questions are all based upon the job qualifications required for the position for which you are applying. Follow the instructions and answer the questions fully.

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Employment Application

Welcome, John Doe Help Logout

Main Menu Application Status My Account

AIR CONDITIONING/HEATING MECHANIC (2315) - Application process steps:

1 >>>> 2 >>>> 3 >>>> 4 >>>> 5

Job Application Agency-wide Questions Supplemental Questions Confirm Application Certify & Submit

Supplemental Questions

* Required Field

Release

If you need more than **30 minutes** to complete this section click the **'Save Work in Progress'** button occasionally to save your work. **Typing does not extend your session.** 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 this Supplemental Questionnaire is to obtain additional job related information in order to evaluate your education, training and experience relative to the position you are applying for.

*1. The supplemental questions are a very important first step in our screening process. Therefore, you are required to complete these questions so that we may initially determine your eligibility for this position. A lack of detail and explanation in the supplemental questions and in your application may result in failure or disqualification for this position. This means you will be ineligible for further consideration in this recruitment process.

Please check "yes" to show that you have read and understand this statement.

Yes No

*2. The minimum requirements for the Air Conditioning/Heating Mechanic position include the possession of a current Jefferson Parish Mechanical Contractor's License. Please select the option that best describes your qualifications regarding this certificate:

I possess a current Jefferson Parish Mechanical Contractor's License.

I do not possess a current Jefferson Parish Mechanical Contractor's License.

I do not possess a current Jefferson Parish Mechanical Contractor's License, but do possess a valid Louisiana State Mechanical License.

Step 18

When finished answering all of the Supplemental Questions, click on the **Save & Proceed** button at the bottom of the page.

requirement.

Yes No

10. Please provide the following information regarding your driver's license: state, license number, class, and expiration date.

Save Work in Progress Save & Proceed

* Required Field

Step 19

You will be brought back to your application in order to confirm your information. Once you have confirmed that all of the information is correct, click on **Confirm Application**.

Main Menu	Application Status	My Account
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AIR CONDITIONING/HEATING MECHANIC (2315) - Application process steps:

- 1 >>>>> 2 >>>>> 3 >>>>> 4 >>>>> 5
- [Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Confirm Application

Please review the application you're about to send for the position of **AIR CONDITIONING/HEATING MECHANIC (2315)**. If you need to modify any parts of your application, just click the **'Edit'** button next to the section you wish to modify. Once you've reviewed the application click the **'Confirm Application'** button to proceed to the final 'Certify & Submit' step.

Contact Information		Edit Contact Information	
Name:	John Doe	Address:	222 West Palm Street Gretna, Louisiana 70053
		Email:	jdoe@jeffparish.net
		Notification Preference:	Email
Home Phone:	(555) 555-5555	Alternate Phone:	
Former Last Name:		Month and Day of Birth:	
Personal Information		Edit Personal Information	
Driver's License:			No
Can you, after employment, submit proof of your legal right to work in the United States?			Yes

Step 20

The next page asks you to accept or decline the Certification Statement. Read through the Statement, and click on either **Accept** or **Decline**.

Employment Application

Welcome, John Doe

Help

Logout

Main Menu

Application Status

My Account

AIR CONDITIONING/HEATING MECHANIC (2315) - Application process steps:

1 >>>> 2 >>>> 3 >>>> 4 >>>> 5
[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Certify & Submit



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. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of Jefferson Parish and will not be returned. I understand that the Jefferson Parish may contact prior employers and other references. I understand that I must notify the Personnel Department of any changes in my name, address, or phone number.

Accept

Decline

Step 21

The next screen will confirm that your application has been sent to the Jefferson Parish Personnel Office. You should expect to hear from a Personnel Technician within two weeks regarding your application. A Personnel Technician will contact you by mail or email depending on the Notification Preference you selected on your application. They may also reach you by telephone if needed.

Main Menu

Application Status

My Account

Application for AIR CONDITIONING/HEATING MECHANIC (2315) is complete.

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

Confirmation



Dear **John Doe**

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

The examination process may include one or more of the following: application review, application appraisal, preliminary competitive rating, performance test, written test, and/or oral interview examination.

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

Please remember to get, print and mail the "Employment Information Release Form". This is required to process your application.

Web address is as follows:

<http://www.jeffparish.net/jppd/index.cfm?DocID=15>

FORM 3 - **Employment Information Release** (Necessary only when initially applying. Only last two (2) lines are to be completed.)

Must be in our office within two weeks of application, or the application will be withdrawn.

Mail this to Jefferson Parish Personnel Department, 200 Derbigny, Suite 3100, Gretna, LA 70053.

Step 22

Once finished with the online application, **Logout**.

Welcome to the Jefferson Parish Personnel Department

Information

[Help](#) [Logout](#)

[Application Status](#) [My Account](#)

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

oe

or applying with Jefferson Parish. We have received
ion. You will receive instructions by email and/or mail
at step in the process

Step 23

You will need to print out the Employment Release form. To obtain the form, click on **Employment Information Release**.

Current Jobs

Font Size: [-](#) [+](#) [+](#) [Share & Bookmark](#) [\[+\]](#) [Feedback](#) [Print](#)

Page # of [go](#)

Position	Emp. Type	S
ADMINISTRATIVE MANAGEMENT SPECIALIST III...	Permanent	\$37,885.00/Year
EXAMINATION IS ANNOUNCED TO ESTABLISH AN EMPLOYMENT VACANCY IN THE LIBRARY DEPARTMENT AND FUTURE		
ADMINISTRATIVE MANAGEMENT SPECIALIST III...	Permanent	\$37,885.00/Year
EXAMINATION IS ANNOUNCED TO ESTABLISH AN EMPLOYMENT VACANCY IN THE DEPARTMENT OF COMMUNITY DEVELOPMENT AND FUTURE VACANCIES AS THEY OCCUR.		
...		
AIR CONDITIONING / HEATING MECHANIC (231...	Permanent	\$29,307.00/Year
EXAMINATION IS ANNOUNCED TO ESTABLISH AN EMPLOYMENT VACANCY IN THE DEPARTMENT OF COMMUNITY DEVELOPMENT AND FUTURE VACANCIES AS THEY OCCUR....		

- Promotional Only Jobs
- Employment Information
- We'll Notify You!
- Pay Plan
- Civil Service Exams
- Benefits Information
- Personnel Rules
- Contact Us
- Employee Appeals
- Personnel Board Agenda
- Employment Information Release**
- Public Comment Period Board Meet
- LA Meetings Law Internet Posting
- Board 2012 Meeting Calendar

Step 24

Then click on the Employment Information Release link in the middle.

Step 25

Print out the Employment Information Release form and fill out only the last three lines at the bottom: Applicant's Printed Name, Applicant's Signature, and Date. Mail this form to 200 Derbigny Street, Suite 3100, Gretna, LA 70053. **We DO NOT accept electronic or faxed copies of this form because an original signature is mandatory.**

This completes your online application with Jefferson Parish Civil Service employment. If you have problems or questions regarding your application(s), you can contact Personnel by calling (504) 364-2730 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday (excluding Parish holidays).