

PIMA COUNTY HUMAN RESOURCES

150 West Congress, 4th Floor, Tucson, AZ 85701

(520) 740-8028 Fax: (520) 620-1487 Job Line: (520) 740-3530 web site: www.pima.gov/hr

Recruitment and Selection Information

Please read this information before completing the application.

**** [Link to application below](#) ****

APPLICATION INSTRUCTIONS:

- Type or print in black or blue ink. Legible photocopies are acceptable. Avoid the use of heavy or thick paper. The application and attached documents become official records of Pima County and cannot be returned. Please make copies before submitting the application.
- Applicants must be **18 years of age** to be considered for a **regular** Pima County position.
- You may **fax** your application to (520) 620-1487. **Please call (520) 740-8028 to confirm your fax was received, legible and complete.**
- We will accept the Pima County application via e-mail to: hr@pima.gov. If you are invited for an interview, you will be required to sign a copy of your application at that time. When submitting the electronic (e-mailed) application, the applicant shall affirm that all information contained therein is true and accurate. Should the applicant be hired or appointed, any false information provided shall constitute just cause for disciplinary action up to and including termination.
- A **separate application** is required for **each** class code or position for which you apply.
- Applications for recruitments with closing dates must be received in our office by 5:00 p.m. MST on the closing date via mail, fax or e-mail. Postmarks do not count.
- The selection process is based on this application; make it as complete as possible. **We do not accept** “see resume”, “same as...”, “see attached” etc. on the application.
- Resumes may be submitted with the application for positions in pay grade 35 and higher. They are used as back-up material and may not actually be used in the selection process. **Do not** attach a cover letter.
- Need more space? Continuation sheets are available online or in our office, or make a copy of page three or page four of the application.
- **In the “tasks performed” section on the application, relate your experience specifically to the minimum and/or preferred qualifications required for the position for which you have applied.** Describe your most recent or current job first and then work back as far as necessary to cover your experience relevant to this recruitment. **List promotions separately.**
- If the position you are applying for requires **Supervisory experience (hire/evaluate/discipline)** and/or **Lead experience**, please describe your experience in the “tasks performed” section. If you do not include this specific experience, you will not receive this credit.
- Describe each job completely and accurately. Do not use slang, abbreviations or work jargon. Assume that the person evaluating your application is not an expert in your area.
- Be sure to list the average hours per week for each job and the beginning and ending date using **month & year**. “Varied” is not acceptable.
- Include service in the armed forces, self-employment, and relevant volunteer work.
- Failure to submit a truthful and complete application may constitute fraud in securing an appointment, which is cause for disciplinary action, including dismissal.
- Arizona Revised Statutes and the Pima County Merit System Rules provide preference points for Native Americans, disabled persons and veterans. In order to take advantage of the selection preferences, you are required to submit the Request for Award of Preference Points form. Native Americans require a copy of the tribal affiliation card; Veterans require a copy of the DD 214 showing length of service and character of discharge.
- **For all job applicants, including Pima County employees:** If you require ADA accommodation for a position you are applying for, please contact Pima County Employment Rights at 740-2728.
- All applicants are requested to voluntarily complete the disclosure part of the form used for federal reporting purposes (not a part of the selection process).

SELECTION PROCESS:

- The application is first examined to determine if it meets the minimum qualifications for the classification. If the application does not meet the minimum qualifications, you will be notified by e-mail or letter that your application has been rejected.
- If your application meets the minimum qualifications, it will be kept in the active file of eligible applicants for **six months** from date of submission.
- Most **written test scores** remain **valid for one year**. The **application** will **expire and be removed after six months**. Written tests may not be retaken for a period of 90 days.
- For more information, visit our web site and go to the page **Frequently Asked Questions**.

****Click here to download the****

[Pima County Application](#)