Subscribe to Class Specifications – Job Aide

Step 1 – from the civil service home page click the Classifications (Job Description / Interest Card) button.

- CURRENT JOB OPPORTUNITIES
- UPCOMING JOB OPPORTUNITIES
- CLASSIFICATIONS (JOB DESCRIPTION/INTEREST CARD)

Step 2 – click the job classification to subscribe to that specific job opening.

Class Title

- ACCOUNTANT I-III
- ACCOUNTANT I-III (NON-CAREER)
- ACCOUNTING CLERK I-III
- ACCOUNTING CLERK I-III (NON-CAREER)
- ACCOUNTING OPERATIONS OFFICER
- ACCOUNTING TECHNICIAN
- ADMIN OFFICER-TOWING
Step 3 – near the top right of the job classification specification, click the green button that says subscribe.

ACCOUNTANT I-III

Class Title
ACCOUNTANT I-III

Class Code
C01AN

Salary
$1,911.68 - $3,336.64 Biweekly

Step 4 – fill out the required fields. First name Last name Address City Zip Code State Country and Email. This will complete the job interest card section. Click submit.