

Subscribe to Class Specifications – Job Aide

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



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.

< >   **SUBSCRIBE** X

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.

Job Interest Cards X

Fields marked with an asterisk (*) are required

First Name * Last Name *

Street Address *

City * Zip Code *

State * Country *

Home Phone Number Work Phone Number

Email Address *

Submit 