

HUMAN RESOURCES/RISK MANAGEMENT APPLICATION PROCESS

PURPOSE:

THE FOLLOWING INSTRUCTIONS ARE TO HELP GUIDE CANDIDATES THROUGH THE ONLINE APPLICATION PROCESS.

STEP BY STEP INSTRUCTIONS:

STEP 1: NAVIGATE TO THE CITY OF REDLANDS WEBSITE.

www.cityofredlands.org

STEP 2: CLICK ON THE HUMAN RESOURCES TAB LOCATED ON THE LEFT SIDE OF THE PAGE.

STEP 3: SCROLL TO THE BOTTOM OF THE PAGE. LINKS ARE PROVIDED TO DIRECT YOU TO THE CORRECT APPLICATION.

- JOB INTEREST CARD
- JOB OPENINGS
- VOLUNTEER AND INTERN PROGRAMS
- HR DOCUMENTS

STEP 4: TO FIND CURRENT RECRUITMENTS CLICK ON THE JOB OPENINGS LINK.

STEP 5: PROVIDED IS A LIST OF ALL CURRENT OPEN POSITIONS WITH THE CITY OF REDLANDS.

NOTE: THERE IS AN ADDITIONAL SCROLL BAR LOCATED WITHIN THE PAGE. 

Position	Emp. Type	Salary	Closing Date
Police Dispatcher I/II	Full Time	\$39,321.00 - \$52,795.00 Annually	10/31/14
Police Officer - Lateral Academy Gradua...	Full Time	\$61,296.00 - \$74,506.00 Annually	Continuous
Reserve Police Officer	Part Time	\$0.00/Hour	Continuous
Senior Project Manager	Full Time	\$80,130.00 - \$97,398.00 Annually	Continuous
TEMPORARY - Fire Safety Specialist	Temporary	\$25.00/Hour	Continuous
TEMPORARY - Senior Administrative Techni...	Temporary	\$20.52/Hour	Continuous
TEMPORARY - Senior Building Plans Specia...	Temporary	\$26.40 Hourly	Continuous
TEMPORARY - Water Conservation Assistant	Temporary	\$14.00/Hour	Continuous
Utilities Database Intern (Part-Time)	Part Time	\$9.50/Hour	10/23/14
Wastewater Operations Manager	Full Time	\$85,910.00 - \$104,424.00 Annually	Continuous

10 records found.
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[Saturday, City of Red veterans y ceremony](#)
[Freeway t beautiful to begin w](#)
[Jasper's C Club at the Center](#)
[Fire Depa donation c mask kits](#)
[Residents for positio commissi](#)
[Communit Response scheduled](#)
[City of Re with San I County on developm housing st](#)



[Please answer t](#)

STEP 6: CLICK ON THE TITLE OF THE POSITION THAT YOU WISH TO APPLY FOR. A FULL DESCRIPTION OF THE POSITION INCLUDING DUTIES, SALARY RANGE, AND QUALIFICATIONS WILL APPEAR.

STEP 7: CLICK THE APPLY LINK LOCATED NEAR THE TOP OF THE JOB DESCRIPTION. THIS WILL DIRECT YOU TO NEOGOV, A THIRD PARTY WEBSITE THAT COLLECTS APPLICATIONS ON BEHALF OF THE CITY OF REDLANDS.

The screenshot shows a job opening page with the following details:

- Job Title:** Police Dispatcher I/II
- Closing Date/Time:** Fri. 10/31/14 5:00 PM Pacific Time
- Salary:** \$18.90 - \$25.38 Hourly
\$1,512.35 - \$2,030.58 Biweekly
\$39,321.00 - \$52,795.00 Annually
- Job Type:** Full Time
- Location:** Redlands, California

At the bottom right, there are two links: [Print Job Information](#) and [Apply](#). The [Apply](#) link is circled in red.

Below the job details, there are three tabs: **Description**, **Benefits**, and **Supplemental Questions**. The **Description** tab is selected, showing the following text:

Under Immediate supervision, performs a variety of duties involved in the operation of the emergency services systems and various communication devices to receive, route, relay, and dispatch calls for emergency and non-emergency law enforcement, ambulance, fire, and other services.

DISTINGUISHING CHARACTERISTICS:

STEP 8: IN ORDER TO APPLY YOU MUST CREATE AN ACCOUNT WITH NEOGOV. PASSWORDS MUST CONTAIN AT LEAST 8 CHARACTERS AND CONTAIN UPPER AND LOWER CASE LETTERS, NUMBERS, AND SYMBOLS.

NOTE: NEOGOV IS NOT COMPATIBLE WITH ALL OPERATING SYSTEMS. ALL TROUBLESHOOTING QUESTIONS SHOULD BE DIRECTED TO NEOGOV'S CUSTOMER SERVICE HOTLINE (877) 204-4442.

STEP 9: ONCE THE APPLICATION HAS BEEN FILLED OUT IN ITS ENTIRETY; YOU CAN SAVE, EDIT, AND APPLY FOR OTHER OPEN POSITIONS.

STEP 10: APPLICATIONS CAN ALSO BE FILLED OUT ON www.governmentjobs.com