

# How to Apply with the City of Laredo



Presented by: Human Resources Department

# Information that you will need...



- \* Valid E-mail Address
- \* Driver's License Information
- \* Education Information (if applicable)
  - \* Previous Employers Information
    - \* Resume (optional)
    - \* References (optional)



# To get started visit [www.cityoflaredo.com](http://www.cityoflaredo.com)



City of Laredo  
Human Resources  
Department

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City Jobs

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## Upcoming Events

- 18** Wed Oct 18 @ 8:15AM - 12:00PM  
**OCT** Fire Entrance Exam
- 09** Thu Nov 09 @ 8:00AM - 12:00PM  
**NOV** Monthly New Employee Orientation
- 10** Fri Nov 10 @ 12:00AM  
**NOV** HOLIDAY - Veteran's Day



[Click here for available positions](#)

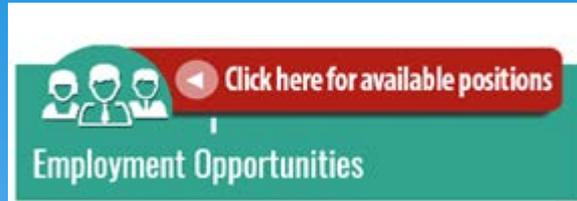
Employment Opportunities



[JOB LIST](#)



# Select "Click here for available positions"



## Review list of available positions

Menu > JOB LIST

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### Welcome to the City of Laredo's Employment Opportunities Page

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**Welcome to the City of Laredo's application process!**

Effective September 29, 2015, you can now create a [governmentjobs.com](http://governmentjobs.com) account using your Google, LinkedIn, or Facebook credentials! For more information, please visit [www.governmentjobs.com](http://www.governmentjobs.com)

[SHOW MORE](#)

70 jobs found ☰ ☰ Sort ▾ Filter ▾

**Administrative Assistant I, (B172799-3), R32, Public Works/Administration**

City of Laredo, TX  
Full-time - \$29,598.40 - \$39,956.80 annually

Plans, administers, and evaluates or assists in the planning, administration, and evaluation of programs, projects, or functions of the department. Performs a variety of administrative staff assignments, which may not follow a prescribed routine.

[f](#) [t](#) [in](#) [g+](#) [e](#) Posted 2 weeks ago | Continuous

**Airport Security Manager, (B173635-4), R39, Airport Police**

City of Laredo, TX  
Full-time - \$49,379.16 - \$66,663.96 annually

Revised 10/02/17 MM Plans, supervises, coordinates, and monitors activities of the airport security service, administrative work developing, and directing and implementing

< > 🖨️ 🌐 📧 📧 📧 **APPLY** ✕

## Administrative Assistant I, (B172799-3), R32, Public Works/Administration

**Salary** ⓘ \$29,598.40 - \$39,956.80 Annually    **Location** ⓘ City of Laredo, TX

**Job Type** Full-time    **Department** Public Works

**Job Number** B172799-3

**Closing** Continuous

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**DESCRIPTION**    BENEFITS    QUESTIONS

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**Job Summary**  
Plans, administers, and evaluates or assists in the planning, administration, and evaluation of programs, projects, or functions of the department. Performs a variety of administrative staff assignments, which may not follow a prescribed routine.

**Job Description**  
**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of public and business administration as it relates to the functions, needs, policies, laws, ordinances, and regulations governing the City.
- Knowledge of modern office administration, methods, procedures, and equipment.
- Knowledge of the methods and practices of assembling, analyzing and presenting statistical data.
- Knowledge in the application of basic accounting principles necessary to accomplish financial management tasks such as preparing budgets and monitoring program costs.
- Ability to maintain good planning and organizational skills.
- Ability to use computer hardware, various software programs and technologies, including word processing and spreadsheet programs.
- Ability to speak before public groups and make presentations.
- Ability to take and follow directions from supervisor.
- Ability to give directions to and gain compliance from assigned staff.
- Ability to perform strenuous and routine work.
- Ability to maintain a valid Texas Driver License and a good driving record.
- Ability to maintain harmonious and effective working relationships with other employees and respond to general public

# Select position title for a detailed job description & minimum qualifications

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- Explains departmental/program operations to citizens, neighborhood groups, and other interested parties; meets with individuals and groups to discuss same.
- Coordinates and participates in special projects as directed by supervisor; reviews policies and procedures as directed; interprets guidelines and disseminates information.
- Assists in maintaining good communication between staff, visitors, and other business contacts.
- Must follow all rules of telephone courtesy in all telephone communications.
- Identifies operational or policy problems; collects, analyzes, and prepares recommendations including methods of implementation.
- Performs other duties as assigned.

**Minimum Qualifications**

Associate's degree from an accredited college or university in Business Administration or related field.  
-AND-  
At least four (4) years of work experience in administrative work and/or programs.

**Valid Licenses and Certifications**

Valid Texas Driver License\*  
\*If applicant holds an out-of-state license, a State of Texas Driver License must be obtained prior to employment.

**As part of the minimum requirements for all positions with the City of Laredo, a thorough background check and certified school transcripts will be required from all applicants who are offered employment.**

**Effective February 24, 1997, all selected applicants are required to undergo a drug and alcohol test prior to employment.**

**Effective January 7, 2008, all persons in safety-sensitive functions/positions, as per City of Laredo Drug and Alcohol Policy definition, shall be subject to random drug and alcohol testing.**

**A person with a disability who needs a reasonable accommodation related to a selection process is requested to contact the Human Resources Department at (956) 727-6460 two days prior to the scheduled interview and/or test if applicable.**



## Administrative Assistant I, (B172799-3), R32, Public Works/Administration

**Salary** ⓘ \$29,598.40 - \$39,956.80 Annually **Location** ⓘ City of Laredo, TX  
**Job Type** Full-time **Department** Public Works  
**Job Number** B172799-3  
**Closing** Continuous



APPLY

Link will be opened in a new tab.

# Select Apply

Sign in to apply

[Create an account](#)

All fields are required

Sign In

[Forgot Username?](#) | [Reset Password](#)

or sign in with



LinkedIn



Facebook

## Options to Sign In:

- Create an Account (First time users)
- LinkedIn Account
- Facebook

*\* If you already have a Governmentjob.com account, enter your pre-existing account information.*

Sign in to apply [Create an account](#)

All fields are required

  
  
  
[Forgot Username?](#) | [Reset Password](#)

or sign in with

If this is the first time that you are applying select "Create an account"

If you have previously applied you also have the option to recover your username by selecting "Forgot Username" or resetting your password by selecting "Reset Password"

Create a new account [Sign In](#)

All fields are required

 ✓  
 ✓  
 ✓  
  
Must be at least 8 characters in length and  

or create with

To create a new account you will need to complete 3 fields.

- 1.) Email Address
- 2.) Username
- 3.) Password

\*Password must be at least 8 characters in length contain upper and lower case letters, numbers and symbols\*

If you have a Resume that you want to attach to your application you have 2 options on this screen.

- 1.) Transfer from your LinkedIn account
- 2.) Upload directly from computer

If you do not want to add a Resume you can select  
"Skip this Step"

**Résumé**

## Import Your Résumé

Save time by importing your information into our system automatically



**Transfer from LinkedIn**

Use your LinkedIn résumé information for your new profile. You can edit this info later.



**Upload from Computer**

Supported file types: .pdf, .doc, .docx, .txt

To manually fill in your information, you can [Skip this step](#)



After uploading a Resume or skipping the step you will be prompted to start filling out required information under each tab

**Info** ✓

Work ✓

Education

Additional

References

Attachments

Questions

Review

Certify

## General Information

Fields marked with an asterisk (\*) are required

### Contact Information

Please fix the errors in the following section.

Name Edit ✎

Address

Phone

Email  
cityjob@gmail.com

### Personal Information

Please fix the errors in the following section.

## Select "Edit" to complete section

Contact Information

Please fix the errors in the following section.

Name	<a href="#">Edit</a>
Address	
Phone	
Email	cityjob@gmail.com

Complete all red highlighted fields and then click save to advance to "Work" tab

Name

First \*  This field is required

Middle

Last \*  This field is required

Former Last

Address

Address Line 1 \*  This field is required

Address Line 2

City \*  This field is required

State \*  Select or type State name Please select a state

Zip Code \*  This field is required

Country \*  Select or type Country name Please select a country

Phone

Primary \*  This field is required

Primary Ext

Alternate

Alternate Ext

Email Address \*  cityjob@gmail.com

Cancel Save

## Work Experience

 Add work experience

Next

Select "Add work experience" to add work history information

Fields marked with an asterisk (\*) are required

Company/Agency Name \*

Address \*

City \*

State \*

Zip Code \*

Country \*

Phone \*

Website

May we contact this employer? \*

Yes  No

Position Title \*

Hours/Week \*

Monthly Salary \*

Employees Supervised

You will need to enter information for all fields containing an asterisk (\*)

After entering Work History if you wish to add additional work experience you would once again select "Add work experience" before selecting "Next"

## Work Experience

[+ Add work experience](#)



**Company/Agency**  
City of Laredo

Edit 

**Address**  
123 Laredo St  
Laredo , TX 78040  
US

**Phone**  
(956)727-6460

**Website**

**Position**  
Administrative Secretary

**Hours/Week**  
40

**Monthly Salary**  
2000

**Employees Supervised**  
0

**Dates**  
January 2010 - Present

**Supervisor**  
John Smith, Supervisor

**Reason For Leaving**  
Still Employed

**May we contact this employer?**  
Yes

**Duties Summary**  
Clerical and Administrative duties.

Next



## Education

[+ Add Education](#)

Next

Name \*

City \*

State \*

Select or type State name

Country \*

Select or type Country name

Website

Major/Minor \*

Degree \*

Select a degree

Units Completed \*

Unit Type \*

Select a unit type

Start Date

Month \*

Select or type Start Month name

Year \*

Select or type Start Year

End Date

Month \*

Select or type End Month name

Year \*

Select or type End Year

Did you graduate? \*

Yes  No

Cancel

Save

Next

Next you will have the option to add education information. If you opt to skip this step select "Next"

If you select "Add Education" you will need to enter information for all fields containing an asterisk (\*) select "Save" and then "Next to proceed"

In the following screen you have the option to add Additional Information such as

- Certificates and Licenses
  - Skills
  - Languages
- Supplemental Information

## Additional Information

### Certificates and Licenses

Certificates and Licenses are not specified.

[+ Add certificate and license](#)

### Skills

[+ Add skills](#)

Typing speed

Edit 

Data Entry

### Languages

Languages are not specified.

[+ Add language](#)

### Supplemental Information

Supplemental Information is not specified.

[+ Add supplemental information](#)

Next

In the next tab you will have the option to add references. If you opt to skip this step select “Next”

### References

---

[+ Add Reference](#)

[Next](#)

After completing or skipping the “References” tab and selecting “Next” you will have the ability to attach any necessary documents to supplement your application. Examples of this can be resume, licenses or certifications, reference letters, etc.

### Attachments

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Supported file types: .doc, .docx, .xls, .xlsx, .pdf, .gif, .tiff, .tif, .jpe, .jpeg, .jpg, .png, .bmp

[+ Add supplemental attachment](#)

*\*Required attachments must be provided before submission*

[Next](#)

In the following tab titled "Questions" you will be asked a series of questions. You will need to answer all questions marked with an asterisk (\*)

After completing answering all questions select

Proceed to Review

The screenshot shows a web application interface for 'Agency Questions'. On the left is a vertical navigation menu with tabs: Info, Work (1), Education, Additional, References, Attachments, Questions (highlighted in blue), Review, and Certify. Each tab has a green checkmark icon to its right. The main content area is titled 'Agency Questions' and contains the following text: 'Fields marked with an asterisk (\*) are required' and 'Please answer the following agency-wide questions:'. Two questions are visible: '\*01 How did you hear about this position?' with radio button options: Internet, Friend, Walk-in, Advertisement, Employee Referral, Job Fair/Career Day, Agency Referral, City HR Department, School Placement, and Other; and '\*02 Are you at least 18 years of age?' with radio button options: Yes and No.

Agency Questions

Fields marked with an asterisk (\*) are required

Please answer the following agency-wide questions:

\*01 How did you hear about this position?

- Internet
- Friend
- Walk-in
- Advertisement
- Employee Referral
- Job Fair/Career Day
- Agency Referral
- City HR Department
- School Placement
- Other

\*02 Are you at least 18 years of age?

- Yes
- No

In the "Review" tab you will have the ability to review your application prior to submitting it. If any corrections need to be made you have the option to "Edit" those sections.

After completing the review select "Proceed to Certify and Submit"

The screenshot shows a review interface with a sidebar on the left containing the following items, each with a green checkmark icon:

- Info
- Work (1)
- Education
- Additional
- References
- Attachments
- Questions
- Review** (highlighted in blue)
- Certify

The main content area is titled "General Information" and includes a note: "Fields marked with an asterisk (\*) are required". Below this are two sections:

- Contact Information**:
  - Name: John Smith (with an "Edit" link and a red arrow pointing to it)
  - Address: 1234 Applicant St., Laredo, TX 78043, US
  - Phone: 9567276460
  - Email: cityjob@gmail.com
- Personal Information**:
  - Driver's License: Yes (with an "Edit" link and a red arrow pointing to it)
  - Driver's License State: Texas
  - Driver's License Number: 1234567

Proceed to Certify and Submit

# To certify your application selection "Accept & Submit"

**Info** ✓

**Work (1)** ✓

**Education (1)** ✓

**Additional** ✓

**References** ✓

**Attachments** ✓

**Questions** ✓

**Review**

**Certify**

## Certify



By clicking "Accept" below, I certify that all of the information I have given herein is true and correct to the best of my knowledge and I authorize the City of Laredo to investigate any and all statements contained in this application for employment as may be necessary to arrive at an employment decision. I further authorize the City of Laredo to conduct a general background investigation of my employment, educational history, military record, financial status, credit history, criminal record, and general reputation (if applicable).

In the event that I am offered a position with the City, I agree to submit to a drug and alcohol screening test as required by the City of Laredo Drug and Alcohol Policy. I understand that such offer will be rescinded if I fail to do so, within the time allowed by the policy or if I test positive for drugs or alcohol.

Furthermore, I understand that false or misleading information in my application or interview(s) may result in my termination. I also understand that if hired, I am required to abide by all federal, state and local laws, rules and regulations which are applicable to all City of Laredo employees.

**Decline** **Accept & Submit**

Congratulations! The below screen is verification that your application has been successfully submitted.



## Application Submitted!

Successfully submitted on 10/10/2017 at 11:18 AM Central

You can check the status of this application by visiting "[Applications](#)" in the main menu bar.

Once your application is submitted, it will be screened by our Human Resources personnel in approximately 5 working days



The Human Resources Department will then notify you by email if your application was

- Incomplete
- Did not meet the minimum qualifications, or
- Did meet the minimum qualifications and was referred to the department you applied for



The Human Resources Department will also notify you via email if the position was already filled by another qualified candidate.



**If you have any questions  
regarding this procedure, please  
contact the Recruitment,  
Training, and Employee Relations  
Division at  
(956) 727-6460.**