

# How to Apply with the City of Laredo

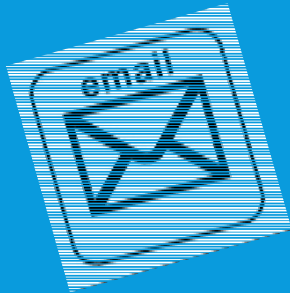
City of Laredo Human Resources



Our purpose is OUR people

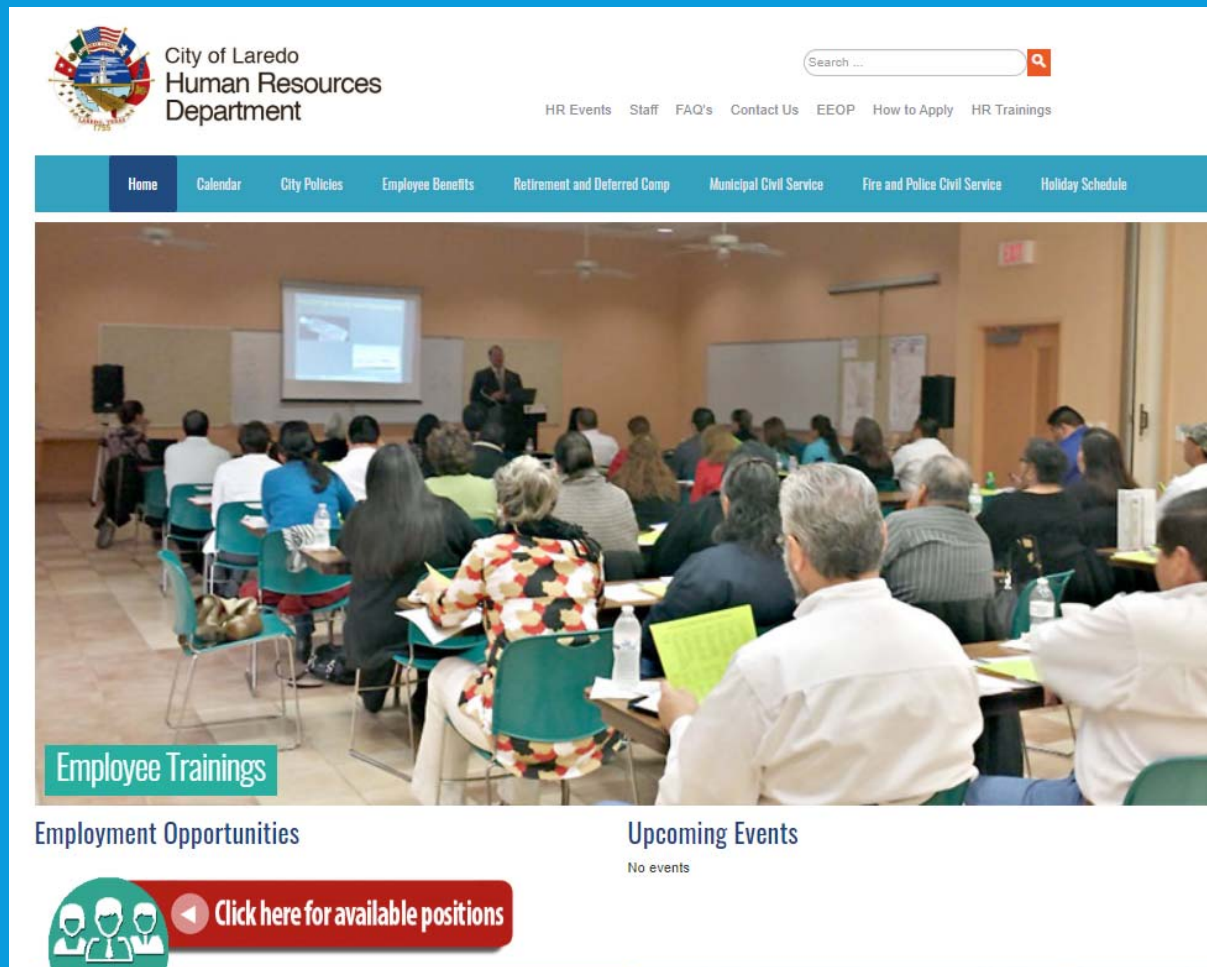
Presented by: Human Resources Department

# 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.cityoflaredohr.com](http://www.cityoflaredohr.com)



The screenshot displays the official website of the City of Laredo Human Resources Department. At the top left is the city's seal, followed by the text "City of Laredo Human Resources Department". To the right is a search bar and a list of links: "HR Events", "Staff", "FAQ's", "Contact Us", "EEOP", "How to Apply", and "HR Trainings". Below this is a teal navigation bar with links to "Home", "Calendar", "City Policies", "Employee Benefits", "Retirement and Deferred Comp", "Municipal Civil Service", "Fire and Police Civil Service", and "Holiday Schedule". The main content area features a large photograph of a training session in progress, with a presenter at the front and an audience seated at tables. Below the photo, the text "Employee Trainings" is displayed. Underneath this, there are two sections: "Employment Opportunities" and "Upcoming Events". The "Upcoming Events" section currently shows "No events". At the bottom left, there is a red button with a white play icon and the text "Click here for available positions", preceded by a small icon of three people.

City of Laredo  
Human Resources  
Department

Search ...

HR Events Staff FAQ's Contact Us EEOP How to Apply HR Trainings

Home Calendar City Policies Employee Benefits Retirement and Deferred Comp Municipal Civil Service Fire and Police Civil Service Holiday Schedule

Employee Trainings

Employment Opportunities


Upcoming Events  
No events

Click here for available positions


# Select "Click here for available positions"



## Review list of available positions

 Menu >

JOB LIST


 Welcome to the City of Laredo's Employment Opportunities Page

Welcome to the City of Laredo's application process!

Effective September 29, 2015, you can now create a [governmentjobs.com](http://www.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.

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

[←](#)
[→](#)
[Print](#)
[Facebook](#)
[Twitter](#)
[Google+](#)
[LinkedIn](#)
[Email](#)

[APPLY](#)

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

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

DESCRIPTION

BENEFITS

QUESTIONS

	DESCRIPTION	BENEFITS	QUESTIONS
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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.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of public and business administration as it relates to the functions, needs, policies, laws, ordinances, and

- 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

- < >       APPLY >
- 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.
- \*AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER, THE CITY COMPLIES WITH THE AMERICAN WITH DISABILITIES ACT.\***

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.

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-AND-

At least four (4) years of work experience in administrative work and/or programs.

### Valid Licenses and Certifications

## Valid Texas Driver's License

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

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**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"

Create a  
**NEW ACCOUNT**  
All fields are required

Email ⓘ

Username

Password

Create

or create with

f Facebook

Options to Sign In:

- Create an Account (First time users)
- 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



Username or Email

Password

Sign In

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

or sign in with

 LinkedIn  Facebook

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

cityjob@gmail.com ✓

Applicant123 ✓



.....| ✓

.....

Must be at least 8 characters in length and

Create

or create with

 LinkedIn  Facebook

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

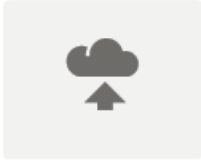
Import Your Résumé

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

Address

Phone

Email  
cityjob@gmail.com

Edit

### 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

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 experience history information

Fields marked with an asterisk (\*) are required

Company/Agency Name \*

Address \*

City \*

State \*

Select or type State name

Zip Code \*

Country \*

Select or type Country name

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 (\*)

**\*Please be as detailed as possible on your duties performed\***

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

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

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

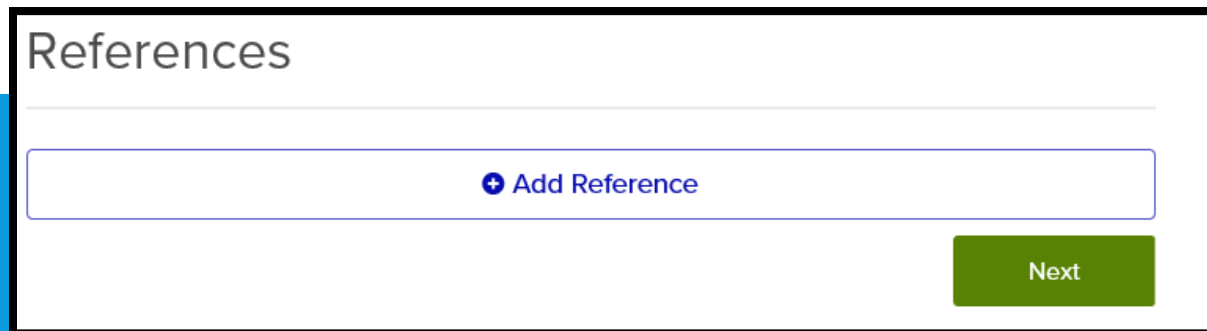
### Supplemental Information

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”

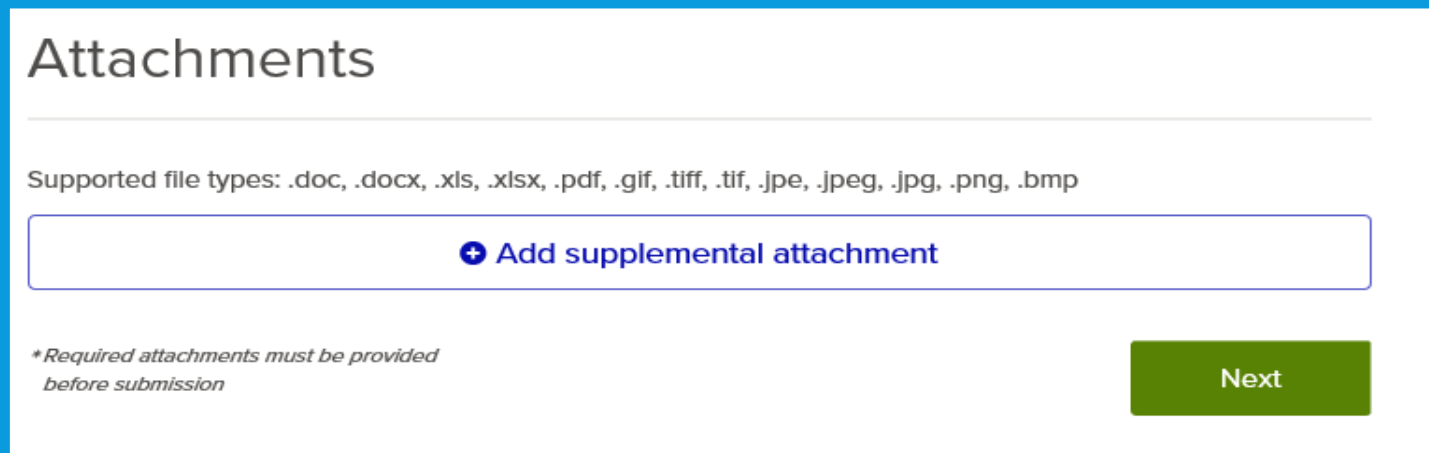
A screenshot of the 'References' tab in a web application. The title 'References' is at the top. Below it is a horizontal line. Underneath is a large rectangular button with a blue border and the text '+ Add Reference' in blue. At the bottom right of the tab is a green button with the text 'Next' in white.

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.

A screenshot of the 'Attachments' tab in a web application. The title 'Attachments' is at the top. Below it is a horizontal line. Underneath is the text 'Supported file types: .doc, .docx, .xls, .xlsx, .pdf, .gif, .tiff, .tif, .jpe, .jpeg, .jpg, .png, .bmp'. Below this is a large rectangular button with a blue border and the text '+ Add supplemental attachment' in blue. At the bottom left is a small italicized note: '\*Required attachments must be provided before submission'. At the bottom right is a green button with the text 'Next' in white.

Attachments

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

Info

Work (1)

Education

Additional

References

Attachments

Questions

Review

Certify

## 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”

Info

Work (1)

Education

\*\*\* Additional

References

Attachments

Questions

Review

Certify

General Information

Fields marked with an asterisk (\*) are required

Contact Information

Name

John Smith

Edit

Address

1234 Applicant St.

Laredo, TX 78043

US

Phone

9567276460

Email

cityjob@gmail.com

Personal Information

Driver's License

Yes

Edit

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 business 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.

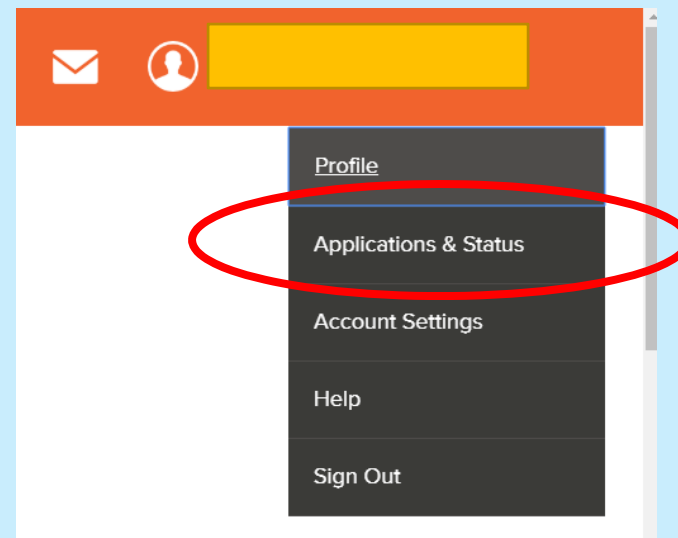


# IMPORTANT THINGS TO REMEMBER...

- Ensure you complete all required areas of your application based on the Minimum Qualifications of the position
- Ensure you provide details of your job duties for your work histories in order to reduce having an incomplete application
- If in doubt on the minimum requirements of the position you are interested in apply for, contact us and we can help guide you in the right direction.
- If you forget to add information to your application, ensure to update your master application for any future applications you submit.

# IMPORTANT THINGS TO REMEMBER...

- Ensure to check your e-mail frequently to ensure you receive our notifications on the status of your application.
- You may also check the status of your application by login into your Governmentjobs.com account, and going under "Applications & Status"





**If you have any questions regarding  
this procedure, please contact the  
Recruitment, Training, and Employee  
Relations Division at  
(956) 791-7482**