

Employment Procedures

**Special Procedures apply to certain jobs and job classifications.
Read *Special Instructions* at the bottom of this page.**

APPLICATIONS

Applications are accepted only for jobs currently open. Applications are available at the Human Resources Department or by download at the Tarrant County Website www.tarrantcounty.com. Applications can be mailed or faxed to applicants who live outside of Tarrant County. **Applications are not mailed or faxed to applicants living in Tarrant County.**

Applications must be ***received*** by Human Resources by the date and time the position closes.

A separate application must be submitted for each position for which you are applying. If supplemental forms or other documentation is required, include that information with the application. Include the Job Title on the application for each position for which you are applying.

Applications may be mailed, faxed or delivered in person to the Human Resources Department.

Resumes do not serve as a substitute for a fully completed application. However, cover letters or resumes may be included *with* an application. **Your application WILL NOT be processed without a fully completed application.**

JOB POSTINGS

Job openings are posted every Monday morning. Postings are available on-line, through the Tarrant County JOBLINE (817/884-1188) and at the Human Resources Department.

JOB OPENINGS MAY BE CLOSED AT ANY TIME WITHOUT PRIOR NOTICE.

CANDIDATE SELECTION PROCESS

Applications are screened by Human Resources based on the minimum requirements for the position(s) for which the applicant has applied. Applications meeting minimum job requirements are forwarded to the Hiring Department who will select candidates for an interview. Candidates selected for an interview will be contacted by the Hiring Department.

Due to the high volume of applicants, Tarrant County cannot notify every candidate regarding the status of their application. However, candidates who complete an Applicant Notification Form for each position applied will be notified of the status of their application.

Special Instructions

CLERICAL

Applicants for clerical positions requiring typing are required to take and achieve a satisfactory score on an appropriate typing proficiency test by the position closing date in order to be considered for that position.

Typing tests are administered at the Human Resources Department between 11:00 a.m. and 3:45 p.m., Monday, Tuesday and Thursday and on **Wednesday between the hours of 7:00 a.m. and 4:00 p.m.**

You do not need to make an appointment. Typing test scores are good for two (2) years. You are required to take and pass a typing test if: 1) you are an external applicant and have not taken and/or passed a typing test at the required typing speed since 9-13-06; 2) You are a current Tarrant County employee and have not taken and/or passed a typing test at the required speed. **You must present ID prior to taking the typing test.**

Applicants are allowed to take a total of four (4) tests per month.

Applicants must specify the job position(s) for which they are applying when taking the typing test.

*****In an effort to expand customer service, the Department of Human Resources has partnered with ABBA Staffing Consulting and Ad A Staff to assist with the administration of typing tests. You may continue to come to the Human Resources Department for these services or go to one of the following locations:***

ABBA Staffing Consulting

1424 Airport Freeway, Suite Q
Bedford, Texas 76022
(817) 354-2800
Business Hours:
Monday-Friday
8:00 a.m. – 4:00 p.m.

Please call for an appointment.

Typing Test Fees:

There is a \$20.00 charge for the first test and \$10.00 for each additional test.

Ad A Staff

Business Hours:
(both locations)
Monday – Friday
8:00 a.m. – 4:30 p.m.

Please call for an appointment.

There is a charge of \$10.00 (cash only) for each test.

711 East Lamar, Suite #214
Arlington, Texas 76011

(817) 469-6234

4230 LBJ Freeway, Suite #109
Dallas, Texas 75244
(214) 393-8980

NOTE: YOU MUST TAKE AND PASS THE REQUIRED TYPING TEST PRIOR TO THE CLOSING DATE OF THE POSTED POSITION. THE POSTING MAY CLOSE PRIOR TO THE CLOSING DATE ONCE A SUFFICIENT NUMBER OF APPLICATIONS HAVE BEEN RECEIVED.

EQUIPMENT OPERATORS

Applicants for these positions with Tarrant County **must** show evidence of a valid Texas Drivers License.

Applicants for these positions with Tarrant County must complete an *Employee Release Form for DOT Report* when completing an application.

SHERIFF'S DEPARTMENT

Sheriff's Department candidates must complete an on-line application for **each** position for which they wish to apply **AND** comply with the following conditions:

- Be willing to work rotating shifts, holidays, overtime, nights, evenings and weekends as assigned.
- Pass a background investigation, including drug testing.
- Minimum age of 21 for Deputy Sheriff.
- Minimum age of 18 for other positions in the department.
- Must possess a high school diploma or a GED or higher education.
- Have NO felony conviction.
- Be under NO indictment for a felony offense.
- Have NO Class A misdemeanor conviction.
- Have NO Class B misdemeanor conviction within the past ten (10) years, or currently under indictment or probation for a misdemeanor offense.
- No military discharge under less than Honorable Discharge.
- Must be a U.S. citizen for all law enforcement positions.

COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT (CSCD)

Applicants for positions with Tarrant County CSCD **must** complete an on-line application for each position for which they wish to apply.

JUVENILE SERVICES

Applicants for positions with Tarrant County Juvenile Services **must** complete a County application for **each** position for which they wish to apply.

Applicants for Juvenile Probation Officer, Juvenile Detention Officer, Supervisor of Juvenile Probation Officers, Facility Administrator or Chief Administrative Officer **must** complete and submit a Pre-Employment Survey Form – Juvenile Services.

Where to apply

Tarrant County Human Resources/Civil Service Administration
100 East Weatherford, Suite 301
Fort Worth, TX 76196
www.tarrantcounty.com

Office Hours

7:00 A.M. – 5:00 P.M.
Monday – Friday

Telephone Numbers

Main Number: 817/884-3587
Application Fax: 817/212-3061
24-Hour Job Line: 817/884-1188 (Option #5)
Updated every Monday Afternoon
Directions Line 817/884-1188 (Option #6)
TDD: 800/735-2989

Typing Testing Hours (no appointment needed)

11:00 A.M. – 3:45 P.M.
Monday, Tuesday and Thursday
7:00 a.m. – 3:45 p.m.
Wednesday

**ALL NECESSARY APPLICATIONS AND FORMS MAY BE DOWNLOADED
FROM THE TARRANT COUNTY HUMAN RESOURCES WEBSITE**

www.tarrantcounty.com

**Tarrant County is an *Equal Opportunity Employer* and complies with the *American with Disabilities Act*. If you require special accommodation in order to apply for a position, please contact the Human Resources Department with your request at:
817/884-3252 or TDD 1-800-735-2989**