



# Returning User's Guide

# Nebraska State Government Jobs

[statejobs.nebraska.gov](http://statejobs.nebraska.gov)

Revised: February 18, 2011



## Returning User's Guide - Nebraska State Government Jobs

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### **\*Important Notes for Applicants:**

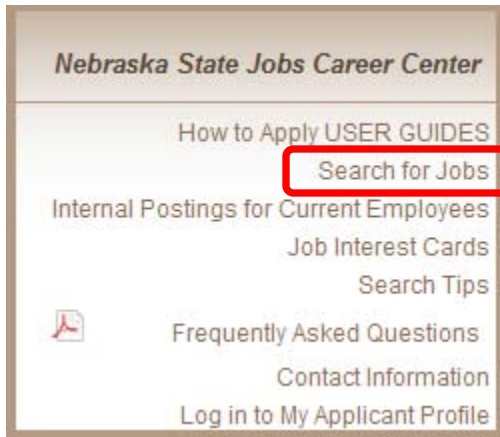
- When applying online, an applicant must have his/her own unique email account. Many websites allow you to establish free email accounts. Here are some free email websites:
  - [mail.yahoo.com](mailto:mail.yahoo.com)
  - [mail.AOL.com](mailto:mail.AOL.com)
  - [mail.google.com](mailto:mail.google.com)
- For technical issues related to creating your electronic application, please contact NEOGOV Applicant Support at 1-877-204-4442, then press 1.
- Nebraska State Government participates in a federal immigration verification system (**E-Verify**) to determine the work eligibility status of all newly hired employees.
- Before submitting your application, check out our Applicant Care Center (resume tips, interviewing skills, etc.).



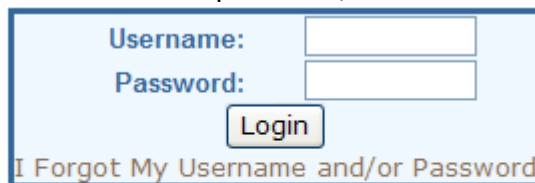
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1. Go to <http://statejobs.nebraska.gov/>
2. Click **Search for Jobs**.



3. Enter your username and password, and click the **Login** button.

A screenshot of the login form on the Nebraska State Jobs Career Center website. The form has a light blue background and contains the following elements: "Username:" followed by a text input field, "Password:" followed by a text input field, a "Login" button, and a link that says "I Forgot My Username and/or Password".

Not Registered Yet? [Create Your Account Here!](#)

4. Select your **Search Criteria** by clicking the checkbox next to the **Category**, **Location**, or **Department** of your choice. Limit your selections to just one of the **Search Criteria** boxes. Selections made within the search criteria will appear under each search box. The number next to each criterion indicates the number of postings that fall within that particular search criterion.

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5. Make your **Search Criteria** selection(s) and click **Go**. You may also enter keywords to further narrow your search. (**NOTE:** To search for all postings, click **Go** without making any selections or **Select All** in any of the search criteria boxes {i.e. category, location, or agency}.)

**Search Criteria**

All Categories are automatically selected. To change the results, deselect and reselect the categories by using the Clear All/Select All buttons or by clicking on the check boxes. To reset the search criteria, click 'Clear Search' at the bottom of this box.

Select Category		Select All Categories	Clear All Categories
<input checked="" type="checkbox"/> Accounting and Finance (4)	<input checked="" type="checkbox"/> Administration (3)	<input checked="" type="checkbox"/> Agriculture (2)	
<input checked="" type="checkbox"/> Attorney (1)	<input checked="" type="checkbox"/> Business (1)	<input checked="" type="checkbox"/> Clerical & Data Entry (4)	
<input checked="" type="checkbox"/> Community and Social Services (1)	<input checked="" type="checkbox"/> Corrections (2)	<input checked="" type="checkbox"/> Customer Service (1)	
<input checked="" type="checkbox"/> Education (1)	<input checked="" type="checkbox"/> Engineering (1)	<input checked="" type="checkbox"/> Environmental Services (1)	
<input checked="" type="checkbox"/> Health Education (1)	<input checked="" type="checkbox"/> Health Sciences (1)	<input checked="" type="checkbox"/> Health Services (2)	
<input checked="" type="checkbox"/> Human Resources (1)	<input checked="" type="checkbox"/> Human Services (2)	<input checked="" type="checkbox"/> Investigative (1)	
<input checked="" type="checkbox"/> IT and Computers (1)	<input checked="" type="checkbox"/> Legal (1)	<input checked="" type="checkbox"/> Management (1)	
<input checked="" type="checkbox"/> Medical/Dental (1)	<input checked="" type="checkbox"/> Miscellaneous (1)	<input checked="" type="checkbox"/> Natural Resources (1)	
<input checked="" type="checkbox"/> Office and Administrative Support (2)	<input checked="" type="checkbox"/> Professional (1)	<input checked="" type="checkbox"/> Public Health (1)	

Select Locations		Select All Locations	Clear All Locations
<input checked="" type="checkbox"/> Adams County (1)	<input checked="" type="checkbox"/> Hall County (2)	<input checked="" type="checkbox"/> Lancaster (7)	
<input checked="" type="checkbox"/> Gering (1)	<input checked="" type="checkbox"/> Lincoln (7)	<input checked="" type="checkbox"/> Omaha (2)	
<input checked="" type="checkbox"/> Eastern (1)			

Select Department		Select All Departments	Clear All Departments
<input checked="" type="checkbox"/> Department of Administrative Services (4)	<input checked="" type="checkbox"/> Department of Agriculture (1)	<input checked="" type="checkbox"/> Department of Correctional Services (1)	
<input checked="" type="checkbox"/> Department of Environmental Quality (1)	<input checked="" type="checkbox"/> Department of Health and Human Services (7)	<input checked="" type="checkbox"/> Department of Roads (1)	

Search
Enter keywords (optional): <input style="width: 150px;" type="text"/> <a href="#">Explain this</a>

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6. Click on the job title of interest. If your search did not bring the results you were seeking, click [Return to Search Criteria](#), click the Back button on your internet tool bar, and renew your search options. Make sure to click on [Clear Search](#) to erase your previous selections.

Position ▼	Department ▲	Location ▲	Emp. Type ▲	Salary ▲	Closing Date ▲
Accountant I	Department of Environmental Quality	Lincoln	FT/Regular	\$2,512.12 - \$3,545.36 monthly	08/30/10
Administrative Assistant I	Department of Health and Human Services	Lincoln	FT/Regular	\$2,170.13 - \$2,544.53 monthly	06/28/10
Behavior Analyst	Department of Health and Human Services	Lincoln	FT/Regular	\$3,156.40 - \$5,049.72 monthly	Continuous
<b>Case Aide</b>	Department of Health and Human Services	Grand Island	FT/Regular	\$1,771.47 - \$2,565.33 monthly	06/19/10
Corrections Officer	Department of Correctional Services	Lincoln	FT/Regular	\$2,142.40 - \$3,003.87 monthly	Continuous

7. Review the job posting carefully, noting Closing Date/Time, duties, minimum qualifications, and other requirements and information.

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**Job Title:** [Corrections Officer](#)

**Opening Date/Time:** Thu. 04/01/10 12:00 AM Central Time

**Closing Date/Time:** Continuous

**Salary:** \$12.36 Hourly  
 \$988.80 Biweekly  
 \$2,142.40 Monthly  
 \$25,708.80 Annually

**Job Type:** FT/Regular

**Location:** Lincoln, Nebraska

**Department:** Department of Correctional Services

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[Print Job Information](#) | [Apply](#)

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Description	Benefits	Supplemental Questions
<p>This class of work is a first line corrections security worker. The incumbent supervises legal offenders, maintaining control, and enforcing the rules and regulations of an adult correctional institution. Work is performed under the direct supervision of either a senior corrections officer or a corrections officer supervisor and may be accomplished in a variety of correctional settings; performs related work as required.</p>		
<b>Examples of Duties:</b>		
<p>Supervises legal offenders in a wide variety of situations and activities.</p> <p>Enforces institutional rules and regulations governing the conduct of legal offenders.</p> <p>Prepares written documentation concerning inmate behavior, status, and movement.</p> <p>Inspects legal offenders person, quarters, and work areas for contraband.</p> <p>Operates manual or electronically controlled security equipment, maintaining controlled movement of legal offenders, staff, and the public.</p> <p>Maintains visual security of certain assigned areas, particularly outer perimeter from the towers and inner areas from specific control centers.</p> <p>Enforces visitation rules and regulations as they apply to the legal offender and the visitors who enter and depart a correctional institution.</p> <p>Transports legal offenders who are leaving the institution on any form of travel order.</p> <p>May supervise legal offenders on work details outside the confines of the institution.</p> <p>Follows post orders and special instructions in a variety of institutional assignments.</p>		
<b>Minimum Qualifications:</b>		
<p>Continued employment depends upon successful completion of the Corrections Officer Training Program as provided by the Department's Training Academy. A general qualification guideline for positions in this class is high school graduation or equivalent.</p>		

8. If you meet or exceed the required qualifications listed on the posting and would like to apply for the position, make sure you review the **Supplemental Questions** tab. You will have an opportunity to respond to these later in the application process. It may be helpful to prepare your responses to these questions in advance to make the application process easier. Click **Apply** to begin the application process for the position. (**NOTE:** Some postings may not include supplemental question.)
9. You will be taken directly to the **Agency-wide Questions** section of the application. (**NOTE:** If you have created more than one application, you will be asked to choose which application you would like to use to apply for this position, before you are taken to the Agency-wide Questions.)

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10. Read the instructions and answer the Agency-wide Questions. You must answer questions marked with (\*), type N/A if the questions are not applicable. The EEO and demographic questions are voluntary. If you need more than 30 minutes, make sure you click **Save Work in Progress** to save your work. After completing the questions, click **Save Work in Progress** to save your answers and return to your application at a later time, or **Save & Proceed** to continue applying for the position. (**NOTE:** Click the **Populate** button to insert the answers you entered for the last position for which applied and edit as needed. This will only be an option if you have previously used this application to apply for a posting.)

Agency-wide Questions \* Required Field

You have already answered some or all of the supplemental questions on one of your previous applications. To have the form automatically populated with your most recent responses, click the **Populate** button. You will still be able to modify your answers if necessary.

**IMPORTANT: After clicking the 'Populate' button you must still click one of the 'Save' buttons at the bottom of this form in order to save your answers.**

If you need more than 30 minutes to complete this section click the 'Save Work in Progress' button occasionally to save your work. Typing does not extend your session. All questions marked 'Required' need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

The purpose of the following questions is to obtain additional job related information to evaluate you for the position you are applying for or to provide us with statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by Federal, State and local agencies.

\*1.Are you interested in applying for the SOS Temporary Services Program?  
 Yes  No

\*2.If you are a current permanent employee, list the Department you work for.

\*3.How did you learn about this job?  
 State Jobs Website  
 Workforce Development Office  
 Newspaper  
 Referral  
 State Agency  
 GovernmentJobs.com  
 Radio/Television  
 School

4.For equal employment opportunity purposes please identify the option that best describes your ethnic origin. This information is maintained confidentially for reporting purposes only.  
 BLACK/AFRICAN AMERICAN (NOT OF HISPANIC ORIGIN): Persons having origins in any of the black racial groups of Africa.  
 HISPANIC: Persons of Mexican, Puerto Rican, Cuban, Central/South America, or other spanish culture or origin regardless of race  
 WHITE (Not of Hispanic origin): Persons having origins to the original peoples of Europe, North Africa or the Middle East.  
 AMERICAN INDIAN/ALASKAN NATIVE: Persons having origins in the original people of North and South America and who maintain cultural identification through tribal or community affiliations.  
 ASIAN OR PACIFIC ISLANDER: Persons having origins in any of the Far East, Southeast Asia, The Indian subcontinent, or the Pacific Islands. This area includes for example: China, Japan, Korea, Samoa, and Phillipine Islands.  
 OTHER

\*5.Were you ever convicted of any criminal offense or have you ever forfeited bond or collateral in connection with a criminal charge  
 Yes  No

\* Required Field

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11. Read the instructions and answer the Supplemental Questions, if applicable. Questions marked with (\*) are required fields. After completing the questions, click **Save Work in Progress** to save your answers and return to your application at a later time, or **Save & Proceed** to continue applying for the position.

### Supplemental Questions

\* Required Field

If you need more than 30 minutes to complete this section click the 'Save Work in Progress' button occasionally to save your work. **Typing does not extend your session.** All questions marked 'Required' need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

The purpose of this Supplemental Questionnaire is to obtain additional job related information in order to evaluate your education, training and experience relative to the position you are applying for.

\*1. Do you have experience in governmental accounting?


\*2. Do you possess a degree in Accounting?  
 Yes  No

\*3. Which of the following best describes your level of proficiency with Microsoft Excel?  
 None  
 Beginner  
 Intermediate  
 Advanced

\* Required Field

12. You will see your entire, completed application. Review the information and make any necessary changes. When you are satisfied with your application and ready to submit, click **Confirm Application** at the bottom of the page. (**NOTE:** This is your last chance to make any changes to your application before the process is completed. Any attachments you do not want forwarded with your application will need to be deleted now. If you want to forward the attachment(s) with a future application, you will need to upload them again.)
13. Read the statement that follows and click **Accept** if you understand and agree to the statement.

### Certify & Submit



By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of State of Nebraska and will not be returned. I understand State of Nebraska may contact prior employers and other references. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.

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14. A confirmation will appear thanking you for applying and verifying that your application has been received. You will also receive an email confirmation. To print your application, select [Click here for a printable version of the application you just submitted](#).

### Application Confirmation

Welcome, [Dovi Mueller](#)

[Help](#)

[Logout](#)

[Main Menu](#)

[Application Status](#)

[My Account](#)

Application for **Mental Health Security Specialist** is complete.

[Click here for a printable version of the application you just submitted](#)

#### Confirmation



Dear **Dovi Mueller**

Thank you for applying for employment with State of Nebraska. We have received your application. You will receive instructions by email and/or mail as to the next step in the process.

The selection process may include one or more of the following: application review and evaluation, performance test, written test, and/or oral interview.

Questions asked during the selection process are based on the knowledge and abilities required to successfully perform the job.

15. To apply for another position, follow steps 4-9 to search for the position, and begin the application process again.
16. You will be taken directly to the Agency-wide Questions. Follow steps 10-14 to finish applying for the position.
17. Remember to click [Logout](#) when you are finished with your account.