Mastering the Application Process for State of Ohio Government Jobs and Internships
NEW job and internship postings added daily!
Follow-up about positions you’ve applied for with easily accessible contact info for each hiring agency.
Complete a Job Interests Card and receive email notifications about position openings related to your career interest.
Unable to secure an internship - volunteer with an agency instead!
Want to relocate – visit GovernmentJobs.com to view state jobs with all 50 states and the District of Columbia!
View opportunities that appeal to ALL Arts and Sciences majors.

http://careers.ohio.gov

asccareerservices.osu.edu
Click on Job Interest Cards to create a customized email of results delivered to your inbox!

Mark ALL of the categories that interest you!
Finding Opportunities: By Category

- In Categories, select areas of interest.
- Number in ( ) is # of vacant positions in that job category.
- Click Apply Search at bottom of page.
Finding Opportunities: By Agency

- In Agencies, Select agencies of interest
- Number in () is # of vacant positions in that agency
- Click Apply Search at bottom of page
Finding Opportunities: By County

<table>
<thead>
<tr>
<th>Locations</th>
<th>Select All / None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delaware County (11)</td>
<td></td>
</tr>
<tr>
<td>Erie County (6)</td>
<td></td>
</tr>
<tr>
<td>Fairfield County (11)</td>
<td></td>
</tr>
<tr>
<td>Fayette County (5)</td>
<td></td>
</tr>
<tr>
<td>Franklin County (129)</td>
<td></td>
</tr>
<tr>
<td>Fulton County (6)</td>
<td></td>
</tr>
<tr>
<td>Gallia County (6)</td>
<td></td>
</tr>
</tbody>
</table>

Selected Locations: Fairfield County (11), Fayette County (5), Franklin County (129)

- In Locations, Select counties of interest (include contiguous counties)
- Number in () is # of vacant positions in that county
- Click Apply Search at bottom of page
Finding Opportunities: By Keyword

- Type a keyword into the box
- Remember to Clear Search when changing search criteria
- Click Apply Search at bottom of page
- This is the EASIEST way to find internships!!
Use the Job Classification Descriptions to learn more about the job duties for each position type and the salary range for that type.
Job Classification Descriptions

Class Title: Human Services Hearing Officer 1
Bargaining Unit: AFSCME
Class Code: 63971
Salary: $21.77 - $31.86 Hourly
$1,741.60 - $2,548.80 Biweekly
$3,773.47 - $5,522.40 Monthly
$45,281.60 - $66,268.80 Annually

- Salary Range
- Union or not (this one is a Union position)
- If this is here, click it to view current openings!
- Click this if you want to receive emails for this position type!
- The Description provides a lot of detail regarding job duties and qualifications for the position type.
- Click on Benefits for details on benefits.

Description

Email me when more jobs like this are available

MAJOR AGENCIES:
Job & Family Services only

SERIES PURPOSE:
The purpose of the human services hearing officer occupation is to provide over adjudicative hearings & ensure due process of persons appealing any action concerning implementation &/or delivery of human services programs as administered &/or supervised by Ohio Department of Job & Family Services or its designees.

At the first level, incumbents assist higher-level hearing officers research, interpret or provide technical opinion & apply rules & regulations for preparation of adjudicative hearings.

At the second level, incumbents preside over adjudicative proceedings & issue recommended decisions.

At the third level, incumbents plan, direct & coordinate state hearing activities & supervise human services hearing officers within an assigned district.

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Pay Grade & Steps

- As an Entry Level person, you will start at Step 1 and then progress from there each year.
- RNG corresponds to the Pay Range field on the Job Vacancy Announcement. All positions at a RNG # follow the exact same Step increments.
### Reading a Vacancy Announcement

**Ohio Hiring Management System** State of Ohio Government Jobs

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>College Intern</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN:</td>
<td>20011341</td>
</tr>
<tr>
<td>Agency:</td>
<td>Development Services Agency</td>
</tr>
<tr>
<td>Opening Date:</td>
<td>Thu. 12/05/13</td>
</tr>
<tr>
<td>Closing Date/Time:</td>
<td>Thu. 12/19/13 11:59 PM Eastern Time</td>
</tr>
<tr>
<td>State Salary Range:</td>
<td>$10.00 - $15.00 hourly</td>
</tr>
<tr>
<td>Job Type:</td>
<td>Part-Time, Temporary, Exempt</td>
</tr>
<tr>
<td>Location:</td>
<td>Franklin County, Ohio</td>
</tr>
<tr>
<td>Promotional Bid:</td>
<td>unclassified position (may include promotion, transfer or demotion)</td>
</tr>
<tr>
<td>Pay Range:</td>
<td>0</td>
</tr>
<tr>
<td>Hours of Work:</td>
<td>Based on Availability, minimum 20 hours/week</td>
</tr>
<tr>
<td>Division:</td>
<td></td>
</tr>
<tr>
<td>Job Location:</td>
<td>77 South High Street, Columbus, Ohio</td>
</tr>
</tbody>
</table>

All applications must clearly indicate how the Minimum Qualifications & Position Specific Minimum Qualifications, if applicable, are met. Applications that do not indicate this, will not be given consideration.

**IMPORTANT NOTE:** Please do not include your Social Security Number (SSN) with your on-line application and/or documentation. If attaching a document that contains your SSN, please redact (black out) SSN before attaching it to your application.

The State of Ohio is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information.

- **PN** = Position Number
- Pay Attention to closing date and time – sometimes positions close at 5PM
- **Job Type:** pay attention – some jobs are part-time, some are temporary, Exempt refers to whether or not they are Union positions
- **Pay Range** = RNG column on the Pay Range Booklet
Reading a Vacancy Announcement

Look for key words in the Duties section

Don’t have to know how to do everything.

MUST indicate how you meet Minimum Qualifications

Supplemental Info is more like FYI

Benefits section usually same for each position
Major Work Characteristics

provides a list of tasks for the job. The * indicates an area of on-the-job training.

Processes applications for electronic plan submission including, but not limited to, general project intake processes, data entry, drawing file transfers; conducts data research, analysis, and responds to general public record requests. Processes both hard copy and electronic applications for certificate of occupancy, partial occupancy, temporary occupancy; existing building occupancy, time-limited occupancy, and applications for inspections without requiring sealed plans; assists in verification of inspection results and inputs results in the database as needed; assists in processing reports of complaints, notices of violation, project expiration notifications, and extension processes.

Performs various support tasks for the division at the discretion of the Bureau Chief and/or the Division Superintendent; (e.g., provides back up to other clerical positions within the Bureau); represents the bureau on special committees as needed.

**Minimum Qualifications:**

- 9 mos. trg. or 9 mos. exp. in office practices & procedures; 9 mos. trg. or 9 mos. exp. in public relations or customer service that included techniques for handling difficult people; 9 mos. trg. or 9 mos. exp. in typing, keyboarding, data entry or word processing; 9 mos. trg. or 9 mos. exp. in operation of personal computer.

- Or equivalent of Minimum Qualifications for Employment noted above.

**Major Worker Characteristics:**

Knowledge of office practices & procedures; public relations; federal &/or state laws, rules, policies &/or procedures applicable to inquiries, complaints &/or transactions being processed; *typing/keyboarding. Skill in operation of office equipment (e.g., multi-line or single line telephone, photocopier, facsimile machine, teletype, cash register/cash counter, adding machine); * operation of personal computer or computer terminal. Ability to apply laws, rules, policies &/or procedures applicable to routine & non-routine inquiries, requests, complaints &/or transactions involving variety of variables within familiar context; handle routine & non-routine inquiries, requests, complaints &/or transactions received in writing &/or by telephone, teletype, e-mail, in-person contacts &/or by other means of communication with variety of internal & external customers, some of whom may be irate; collate & classify information about data, people or things; prepare &/or maintain accurate records & reports; work alone on most tasks.

(*) Developed after employment.
Key Words and Buzz Words

Responds to telephone inquiry regarding project status, general business procedures, required documents, jurisdictions, etc.; handles sensitive phone calls and transfers calls to appropriate parties for responses; assists in project application intake for all types of project applications including, but not limited to, jurisdiction determination, submission completeness verification, data entry, fee verification, fee processing, application and invoice printing, generates labels, and communicates with customers; conducts research in the current database to resolve issues or concerns; processes refunds or waiver forms when required; receives and processes documents received and documents mailed out; receives and processes checks and/or credit card payments; schedules and maintains walk-in plan review appointments; updates information in database when required; organizes approved plans within the plans room/transfers files to warehouse; purges documents according to approved document retention policy.

Processes applications for electronic plan submission including, but not limited to, general project intake processes, data entry, drawing file transfers; conducts data research, analysis, and responds to general public record requests. Processes both hard copy and electronic applications for certificate of occupancy, partial occupancy, temporary occupancy; existing building occupancy, time-limited occupancy, and applications for inspections without requiring sealed plans; assists in verification of inspection results and inputs results in the database as needed; assists in processing reports of complaints, notices of violation, project expiration notifications, and extension processes.

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Creating Your Profile

Ohio Hiring Management System Login | http://careers.ohio.gov

Step 1: Visit GovernmentJobs.com to view state jobs across the U. S.

Step 2: Sign in to apply
- *Username or Email
- *Password

Step 3: Create a new account
- *Username
- *Password

Visit GovernmentJobs.com to view state jobs across the U. S.

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Creating Your Profile

[Image showing the process of creating a profile on a website, with options for importing a résumé and skipping the step.]

asccareerservices.osu.edu
Creating Your Profile: Education

<table>
<thead>
<tr>
<th>School Name</th>
<th>The Ohio State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>College</td>
</tr>
<tr>
<td>Address</td>
<td>Columbus, OH</td>
</tr>
<tr>
<td></td>
<td>US</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.osu.edu">www.osu.edu</a></td>
</tr>
<tr>
<td>Major/Minor</td>
<td>Communications</td>
</tr>
<tr>
<td>Degree</td>
<td>Bachelor's</td>
</tr>
<tr>
<td>Units Completed</td>
<td></td>
</tr>
<tr>
<td>Unit Type</td>
<td></td>
</tr>
<tr>
<td>Dates</td>
<td>2011 - May 2015</td>
</tr>
<tr>
<td>Did you graduate?</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Creating Your Profile: Work Experience

Work Experience

Company/Agency Name *
YMCA of Central Ohio

Address
555 YMCA Place

City *
Columbus

State *
Ohio

Zip Code
43215

Country
US

Phone

Website
www.ymcacosumbus.org
Creating Your Profile: Work Experience

<table>
<thead>
<tr>
<th>May we contact this employer?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Title *</th>
<th>Hours/Week *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing Intern</td>
<td>25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monthly Salary</th>
<th>Employees Supervised</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month *</td>
<td>Month *</td>
</tr>
<tr>
<td>October</td>
<td>Present</td>
</tr>
<tr>
<td>2014</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason for Leaving</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Scarlet</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Duties Summary *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designed an internal newsletter for distribution to 30 regional centers</td>
</tr>
<tr>
<td>Created new marketing strategy to increase memberships by advertising improved</td>
</tr>
</tbody>
</table>
### Work Experience

<table>
<thead>
<tr>
<th>Company/Agency</th>
<th>YMCA of Central Ohio</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address</strong></td>
<td>555 YMCA Place</td>
</tr>
<tr>
<td></td>
<td>Columbus, OH 43215</td>
</tr>
<tr>
<td></td>
<td>US</td>
</tr>
<tr>
<td><strong>Phone</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Website</strong></td>
<td><a href="http://www.ymcacolumbus.org">www.ymcacolumbus.org</a></td>
</tr>
<tr>
<td><strong>Position</strong></td>
<td>Marketing Intern</td>
</tr>
<tr>
<td><strong>Hours/Week</strong></td>
<td>25</td>
</tr>
<tr>
<td><strong>Monthly Salary</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Employees Supervised</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Dates</strong></td>
<td>October 2014 - Present</td>
</tr>
<tr>
<td><strong>Supervisor</strong></td>
<td>Scarlet, Gray</td>
</tr>
<tr>
<td><strong>Reason For Leaving</strong></td>
<td></td>
</tr>
<tr>
<td><strong>May we contact this employer?</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Duties Summary</strong></td>
<td>-Designed an internal newsletter for distribution to 30 regional centers</td>
</tr>
<tr>
<td></td>
<td>-Created new marketing strategy to increase memberships by advertising improved services</td>
</tr>
<tr>
<td></td>
<td>-Develop and distribute brochures to the public to heighten awareness of membership advantages</td>
</tr>
<tr>
<td></td>
<td>-Provide administrative support to chief staff members</td>
</tr>
</tbody>
</table>
Creating Your Profile: Additional Information

Additional Information

Certificates and Licenses

Skills

Name
Leadership skills

Experience
3 years, 6 months

Level
Beginner

Typing speed
85

Data Entry
15000

Languages

Spanish - speak, read

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Creating Your Profile: Additional Information

Supplemental Information

- Type: Honors & Awards
  - Description: Recipient of the Donald L. Kidwell Memorial Scholarship, School of Communication, Spring 2013

- Type: Honors & Awards
  - Description: Dean's List - 6 terms

- Type: Honors & Awards
  - Description: Our Town and Sketch by Number productions, The Ohio State University Department of Theatre, Spring 2012

Fields marked with an asterisk (*) are required.

Save  Cancel
Creating Your Profile: References

References

Add Reference

Reference Type

Personal  Professional

Name
First
Scarlet

Last
Gray

Title
Director

Address

asccareerservices.osu.edu
Submitting an Application

The State of Ohio is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services.

When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the office at the time he/she is contacted so that proper arrangements can be made for the interview.

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**Job Duties**

This is a temporary position involving various duties that permit exposure to the student's field of study &/or provide experience that is a useful addition to the student's education & meaningful preparation for future professional employment.

Under general supervision assist in the production of the Ohio Safety Congress & Expo; structure event calendar & work closely with events team to deliver on-time and on-budget annual convention and tradeshow; develop & implement promotional choices & strategies in existing & new markets; develop & maintain active working relationships with peers, team members, internal customers & external customers; ensure correct prioritizing & anticipate needs of the business unit as it relates to production of the annual convention and tradeshow; track & report the success of key promotional marketing activities & event projects; manage relationships & communication on behalf of the event manager with exposition contractor, registration service provider, conference facility & third party vendors, committee members and presenters; review contracts for accuracy to guarantee hotel room blocks, services, function requirements & terms are accurately reflected; perform on-site logistical & tactical needs for professional implementation of event; provide to customers an understanding & expectation of the event; perform post-event financial reconciliation & program evaluation & analysis of event measurable.

Other duties as assigned in support of business unit's daily operations.

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**Benefits**

---

**Supplemental Questions**

---

[Print Job Information] [Apply]

asccareerservices.osu.edu
Submitting an Application

College Intern - Safety & Hygiene Meetings & Conventions

Work Experience

Company/Agency
YMCA of Central Ohio

Address
555 YMCA Place
Columbus, OH 43215
US

Phone

Website
www.ymcacolumbus.org

Position
Marketing Intern
Submitting an Application

Example 1

Example 2
Submitting an Application

Agency Questions

The purpose of the required questions is to obtain information relevant to employment with the State of Ohio.

Responses to the last seven questions are OPTIONAL. These questions are included to assist our equal employment opportunity efforts. Providing this information is VOLUNTARY and will in no way affect the processing of your application or your being considered for employment. Human Resources will process these confidential questions separately and they will be used for statistical purposes only.

*01 Please indicate your county of residence.
Choose option...

*02 SUMMARY OF QUALIFICATIONS - In the area below describe the experience, education, training etc., which qualify you for the position or examination for which you are applying. Refer to the Minimum Qualifications and specific qualifications posted for this position.

Answer

*03 Please list below the specific course work and/or work experience at the school level or beyond relevant to the position to which you are applying. Also indicate the number of hours completed in each area. NO substitutions of work experience for education or education for work experience is allowed. This section MUST be completed in order to submit a transcript.

Certify & Submit

I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this application. I also understand that a background check may be required prior to employment, and that, in accordance with the Drug-Free Workplace Program, drug testing may be required. I waive all provisions of law forbidding colleges or universities which I attended, or past employers, from disclosing any information which they acquired relevant to my employment. I consent that they may disclose such information to the Human Resources Division, Department of Administrative Services, and/or the agency that holds the vacancy for which I am applying and to appropriate officials for recruitment purposes. I understand that any offer of employment is conditioned upon proof of legal authorization to work in the United States as required by the Immigration Reform and Control Act.

[Submit button]
You’ve Applied…What’s Next?

• Follow up with the HR Department for the position if you haven’t heard anything in 30 days.
• Find the HR Department’s phone number at [www.ohio.gov/agencies](http://www.ohio.gov/agencies)