

Frequently Asked Questions - How to Get a County Job

How can I find out about available positions?

Available positions are advertised on our website at:

<http://www.co.cal.md.us/government/administration/employment/default.asp> and posted on the bulletin board outside of the Office of Personnel at 150 Main Street, Suite 101 Prince Frederick, MD.

Some positions are available to everyone and some to current eligible County employees only. In addition to the above, those positions available to all are also advertised in a local newspaper, cable television (Channel 6), and occasionally other publications.

Positions available to current County employees only are clearly labeled as “In-House Position Announcements” and are emailed to employees and posted at sites without computer access. Non-county employees who apply for internal jobs will be informed that the application will not be accepted.

When and how are applications accepted?

Applications are accepted only for positions that are being advertised. You must submit a separate Calvert County Government Employment Application for each position you are interested in when advertised (even those with the same title). Applications are available online at: <http://www.co.cal.md.us/government/administration/employment/default.asp>, by mail, or you may pick one up by the bulletin board outside of the Office of Personnel. All applicants must complete an application form and respond to the supplemental questions. Other supporting information may be attached. Applications must be submitted online or returned in person to the Office of Personnel or postmarked-all by the closing date. Applications submitted by mail should be addressed to the Office of Personnel at 175 Main Street, Prince Frederick, MD 20678. If the application is submitted electronically or by mail, we will provide acknowledgment via email or U.S. mail. If the application is returned in person, we will give you the receipt at that time.

How will you decide what to pay the candidate selected?

A salary range is advertised. Most frequently, positions are filled at step one of the appropriate grade. However, on occasion a higher step may be authorized based on relevant education, experience, special skills and availability of funds.

How may I contact the Office of Personnel?

You may telephone our office at 410-535-1600 or 301-855-1243 extension 2359, fax to 410-414-5617, or use the Maryland Relay for Impaired Hearing or Speech 1-800-735-2258 Statewide Toll Free. You may email our office at personnelmail@co.cal.md.us. Our location is County

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Services Plaza, 150 Main Street, Prince Frederick, MD 20678. Business hours are 8:30 am – 4:30 pm Monday through Friday.

Is testing required?

Some jobs do require a test. You will be notified of the testing information in the event a test is required for the position and if your application supports that you meet the required qualifications.

What should I know before completing an application?

Be sure to complete your application very carefully and thoroughly. Remember, we do not know you - we have to assess your education, experience and abilities based upon your application. What you provide on the application will determine if you are interviewed. Be sure to review position announcements thoroughly and provide additional written materials that address any supplemental questions. Resumes and references are not required but may be included.

How will you evaluate my application?

Applications will be evaluated based upon relevant education, experience, training, licenses, special skills, etc. Any acceptable combination of education, training and experience may be substituted on a full-time year for year basis. Those applicants with qualifications best suited to our needs will be contacted for interviews.

How will you decide who to hire?

Hiring decisions are based on information reviewed including scores from supplemental questions, tests, interviews, reference checks, and background information. Decisions are not based on prior Calvert County employment, recommendations by County officials, members of your family working for the County nor County residency.

How will I be notified regarding the status of a position?

Applicants are notified via email or letter. We notify applicants as to whether they will or will not be interviewed. Once interviews are held, we will notify those that are not selected. The applicant hired will receive an employment letter from the Director of Personnel. Please feel free to call the Office of Personnel regarding the status of your application, or check the status of your application online. We cannot be responsible for receipt of your mail or email. Please feel free to contact us if you do not receive any notification you are expecting within a reasonable amount of time.

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May I contact the Board of County Commissioners regarding employment?

You should contact the Office of Personnel. If you contact the Commissioners, you will be referred to the Office of Personnel for information regarding openings, how to apply and other information regarding employment.

What should I do if my contact information changes?

You are responsible for notifying us of any change in address, telephone number or email address.

What should I do the first time I use the online application system (Calvert Online Recruitment and Employment – CORE)?

To apply online you must register a username and password to establish an account. Instructions are available at <http://www.co.cal.md.us/assets/personnel/NEOGOVMFirst-TimeUsersGuide.pdf>.

What should I do if I want to apply for another position with Calvert County and have already used CORE?

Your earlier application will be available in the system for you to modify for the new position. Go to <http://www.co.cal.md.us/assets/personnel/NEOGOVMOnlineApplicationGuide.pdf> and follow the directions in the guide.

In conformity with applicable laws, Calvert County Government is an Equal Opportunity Employer. It is, and shall continue to be, the policy of the Board of County Commissioners to provide employment, training, compensation, promotion and other conditions of employment in the County service based on merit and without regard to age, sex (including pregnancy) (except where age or sex are essential bona fide occupational requirements), sexual orientation, marital status, national origin, religion, race, color, or disability.

Thank you for your interest in employment opportunities with Calvert County Government.