



HARRIS COUNTY, TEXAS APPLICANT INSTRUCTIONS

HUMAN RESOURCES & RISK MANAGEMENT
1310 PRAIRIE, SUITE 170
HOUSTON, TEXAS 77002

Job Hotline (713) 755-5044
Office (713) 755-5250
TDD (713) 755-6870
Internet Address:
<http://www.hctx.net/hrrm>

COMPLETING THE APPLICATION

- Applications are accepted for posted positions only.
- Applications should be typed or printed (black or blue ink).
- Resumes will not be accepted as a substitute for applications
- Incomplete applications will not be considered.
- All statements made on the application(s) are subject to investigation and/or verifications.
- **Applicants may apply for multiple positions by submitting separate applications for each position. Applicants may make as many copies as desired. Copies, however, cannot be provided by HRRM.**

SUBMITTING YOUR APPLICATION BY MAIL

- Announcement **number and job title** must be recorded on the application.
- Applications by facsimile or e-mail **are not** accepted at this time.
- **Applications for positions requiring the "Clerical Skills Test" (typing/clerical aptitude) will not be accepted unless current scores are on file. (See instructions below for testing).**

SUBMITTING YOUR APPLICATION IN PERSON

- You may submit applications in person Monday – Thursday between 8:00 a.m. and 3:00 p.m.
- Fridays 8:00 a.m.-12:00 p.m. **ONLY.**
- **Application packets will be available for pick-up in the lobby during business hours.**

TESTING

- **All applicants are to submit an application in person at the time of testing.**
- "Clerical Skills Test" and written bilingual exercise must be taken in person on **Tuesdays, Wednesdays or Thursdays between the hours of 9:00 a.m. and 12:30 p.m. ONLY.**

Accommodations will be made upon request for persons with disabilities in accordance with the Americans with Disabilities Act (ADA) of 1990.

STATUS

Due to the volume of applications received, we are unable to advise applicants as to the status of their application. If your application meets the required qualifications for the position you are applying for, it will be forwarded to the respective department. A department representative will then contact you if they are interested in interviewing you. Thank you for your interest in employment with Harris County.

UPON RECEIVING A CONDITIONAL OFFER OF EMPLOYMENT, ALL APPLICANTS ARE SCREENED FOR THE PRESENCE OF ILLEGAL DRUGS.