

How to Apply for Fairfax County Jobs



Department of Human Resources
Employment Division

ENGAGE | GROW | INSPIRE
Come Make A Difference

AGENDA

- ☐ About Department of Human Resources, Employment Division
- ☐ Application Basics
- ☐ Application Tips
- ☐ Hiring Process Overview
- ☐ Interviewing Process
- ☐ Questions

About Us

DHR - Employment Division

The **Fairfax County Department of Human Resources' (DHR) Employment Division** is responsible for the core services of job announcements, recruitment, and selection for open and promotional job vacancies.

- 7 Human Resources Analysts supporting 50+ agencies
 - Over 140,000 applications per year
 - 70+ jobs postings per week
- CY2024 - At a Glance
 - Avg. Views per Job Posting: 2,071
 - Total Hires: 3,039
 - Veteran Hires: 101
 - Time to Hire: 70 days

Application Basics

Where to Apply

The Basics - Where to Apply

Fairfax County uses Government Jobs for its job applications system. There are two ways to access it and view available jobs:



Fairfax County Website

<https://www.fairfaxcounty.gov>



Government Jobs Website

<https://www.governmentjobs.com/careers/fairfaxcounty>



The Basics - Where to Apply

Fairfax County Website - <https://www.fairfaxcounty.gov>

The screenshot displays the Fairfax County website interface. At the top is a dark blue navigation bar with links for RESIDENTS, BUSINESS, GOVERNMENT, FAIRFAX COUNTY VIRGINIA, SERVICES, CONNECT, and TRANSLATE. Below this is a search bar with the text "Search our site". The main content area features a large image of a highway at night, overlaid with five colored buttons: Services (dark blue), News (light gray), Engage (teal), Board Of Supervisors (gold), and Vision (dark blue). Each button has an icon and a label. Below the buttons are two columns of service links. The "FIND" column includes Business Resources, Departments & Agencies, Jobs (highlighted with an orange arrow), Planning and Land Use System (PLUS), Real Estate Assessments, and MORE "FIND" SERVICES. The "PAY" column includes Business Taxes, Car & Real Estate Taxes, MyFairfax Portal, School Age Child Care (SACC) Payments, Traffic/Criminal Violations, and MORE "PAY" SERVICES. A chat bubble icon is visible in the bottom right corner.

RESIDENTS BUSINESS GOVERNMENT FAIRFAX COUNTY VIRGINIA SERVICES CONNECT TRANSLATE

Search our site

Services News Engage Board Of Supervisors Vision

FIND

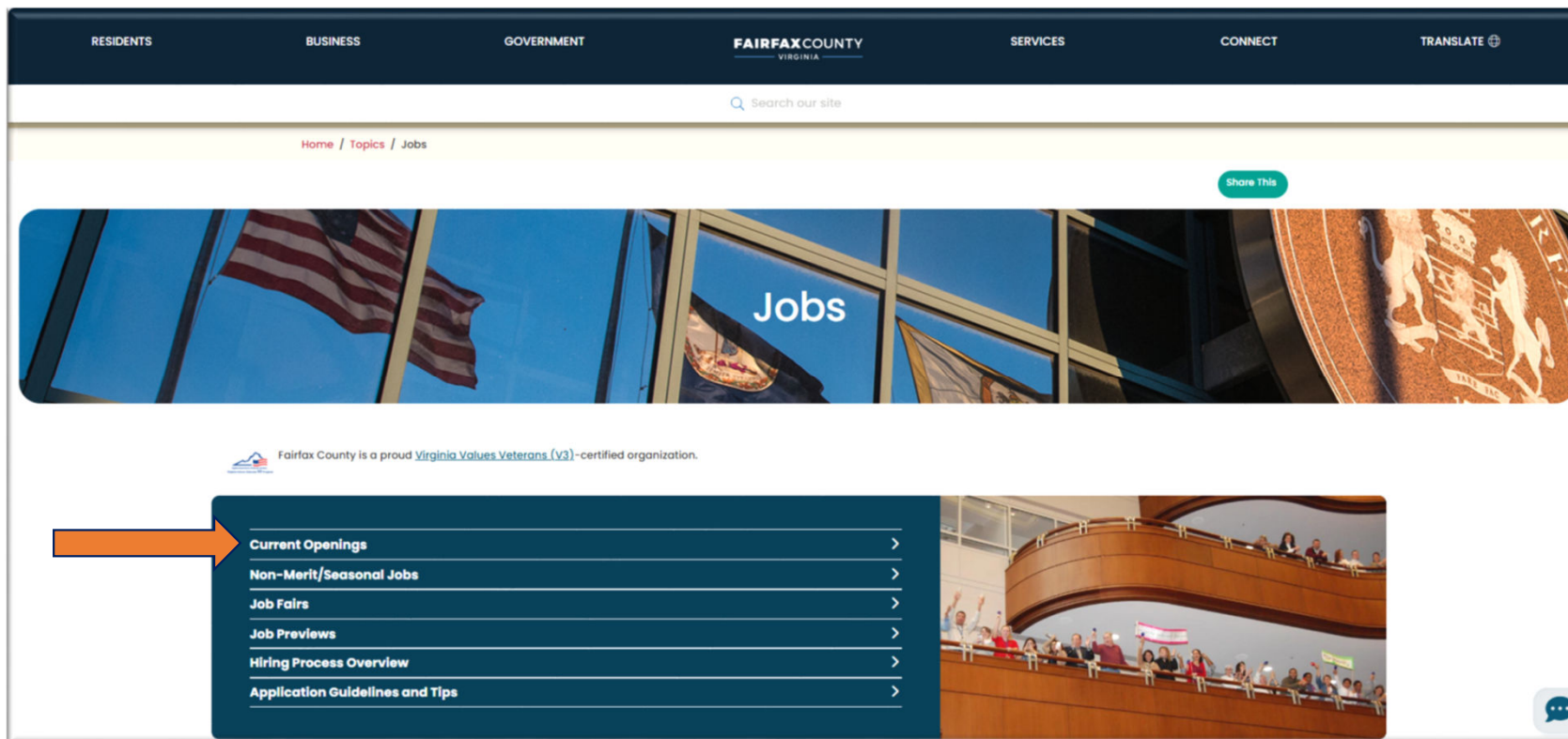
- Business Resources
- Departments & Agencies
- Jobs
- Planning and Land Use System (PLUS)
- Real Estate Assessments
- MORE "FIND" SERVICES

PAY

- Business Taxes
- Car & Real Estate Taxes
- MyFairfax Portal
- School Age Child Care (SACC) Payments
- Traffic/Criminal Violations
- MORE "PAY" SERVICES

The Basics - Where to Apply

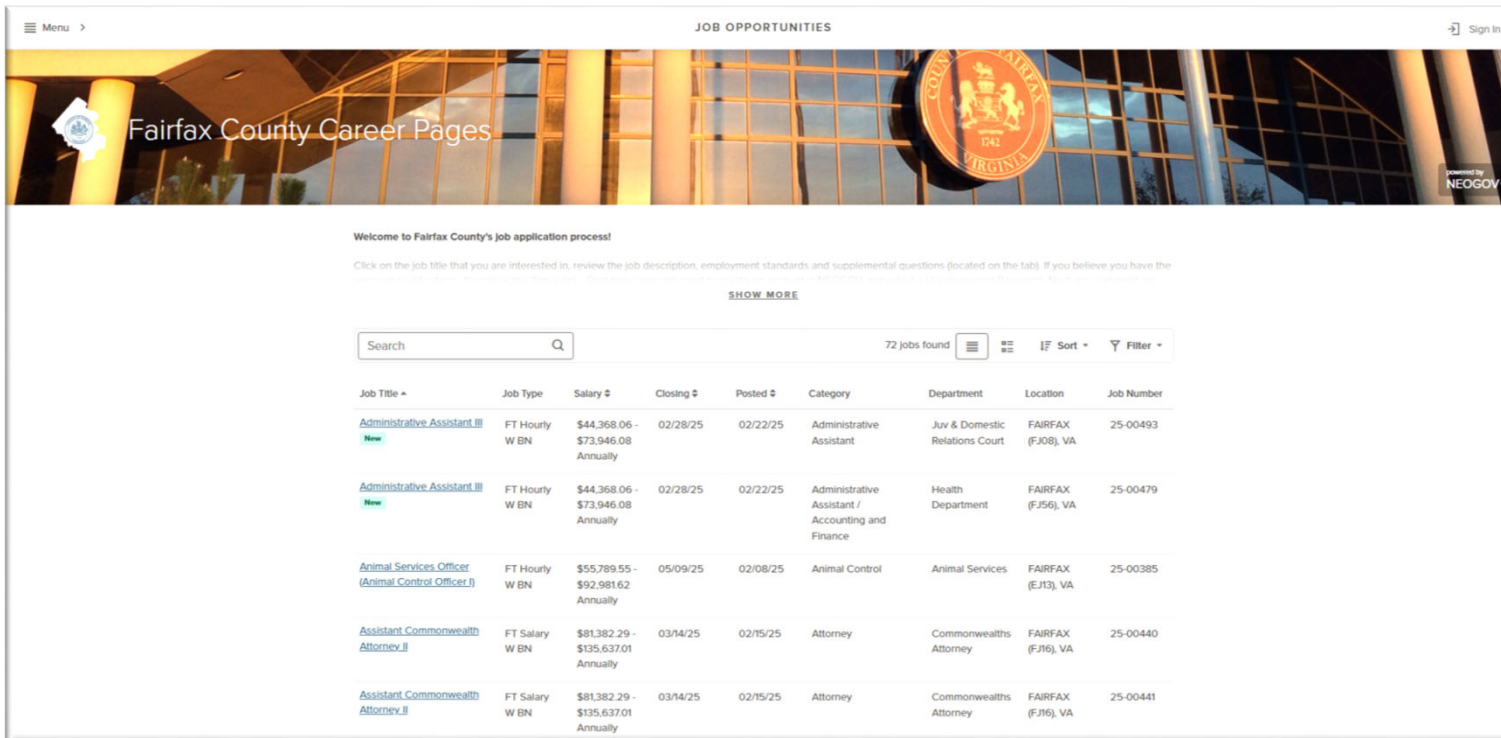
Fairfax County Website - <https://www.fairfaxcounty.gov>



The Basics - Where to Apply

Government Jobs Website

<https://www.governmentjobs.com/careers/fairfaxcounty>



The screenshot shows the Fairfax County Career Pages website. At the top, there's a navigation bar with a menu icon and the text "JOB OPPORTUNITIES". Below this is a large banner image of the Fairfax County Courthouse with the text "Fairfax County Career Pages" overlaid. A "Sign In" link is in the top right corner. Below the banner, a welcome message reads: "Welcome to Fairfax County's job application process! Click on the job title that you are interested in, review the job description, employment standards and supplemental questions (located on the tab). If you believe you have the qualifications, click on the 'Apply' button." A "SHOW MORE" link is also present. Below this is a search bar and a table of job opportunities. The table has columns for Job Title, Job Type, Salary, Closing, Posted, Category, Department, Location, and Job Number. There are 72 jobs found.

Job Title	Job Type	Salary	Closing	Posted	Category	Department	Location	Job Number
Administrative Assistant III <small>New</small>	FT Hourly W BN	\$44,368.06 - \$73,946.08 Annually	02/28/25	02/22/25	Administrative Assistant	Juv & Domestic Relations Court	FAIRFAX (FJ08), VA	25-00493
Administrative Assistant III <small>New</small>	FT Hourly W BN	\$44,368.06 - \$73,946.08 Annually	02/28/25	02/22/25	Administrative Assistant / Accounting and Finance	Health Department	FAIRFAX (FJ56), VA	25-00479
Animal Services Officer (Animal Control Officer II)	FT Hourly W BN	\$55,789.55 - \$92,981.62 Annually	05/09/25	02/08/25	Animal Control	Animal Services	FAIRFAX (EJ13), VA	25-00385
Assistant Commonwealth Attorney II	FT Salary W BN	\$81,382.29 - \$135,637.01 Annually	03/14/25	02/15/25	Attorney	Commonwealths Attorney	FAIRFAX (FJ98), VA	25-00440
Assistant Commonwealth Attorney II	FT Salary W BN	\$81,382.29 - \$135,637.01 Annually	03/14/25	02/15/25	Attorney	Commonwealths Attorney	FAIRFAX (FJ98), VA	25-00441



JOB ANNOUNCEMENTS

Open: Saturdays at 12:01a.m.

Close: Fridays at 11:59 p.m.

Advertised: 14 days

The Basics - Where to Apply

Menu >
JOB OPPORTUNITIES
Sign In

Welcome to Fairfax County's job application process!

Click on the job title that you are interested in, review the job description, employment standards and supplemental questions (located on the tab). If you believe you have the necessary qualifications, click on the "Apply" button. For more information, click on the "Help" link. For more information, click on the "Help" link.

SHOW MORE


72 jobs found
Sort
Filter

Job Title	Job Type	Salary	Closing	Posted	Category	Department	Location	Job Number
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The Basics - Set Up Job Alerts

Menu >

Sign In



Fairfax County Career Pages

72 jobs found

Sort

Filter

Job Title	Job Type	Salary	Closing	Posted	Category	Department	Location	Job Number
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The Basics - Set Up Job Alerts

Menu

Job Opportunities

Promotional Jobs

Part-Time, Temporary or Seasonal Jobs

Class Specifications

Job Alerts

DHR Home

Non-Merit Jobs (Including Seasonal)

Fairfax County Benefits

Help & Support

JOB OPPORTUNITIES

Sign In

Fairfax County Career Pages

powered by NEOGOV®

Welcome to Fairfax County's Job application process!

Click on the job title that you are interested in, review the job description, employment standards and supplemental questions (located on the tab). If you believe you have the required qualifications, then click the 'Apply' link. First-time users will need to create an account in NEOGOV and select a Username and Password. Next, you can build an

SHOW MORE

Search

72 jobs found

Sort

Filter

Job Title	Job Type	Salary	Closing	Posted	Category	Department	Location	Job Number
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The Basics - Set Up Job Alerts

Menu >

JOB ALERTS

Place a check in the box next to each job category for which you would like to receive email notifications, then click the "Subscribe" button and fill out the information. The click the "Submit" button.
For next 12 months after you submit this form, you will receive an email notification each time a position opens with Fairfax County whose category matches one of the categories you've chosen.

6 Job Categories selected

Select All
Clear All
My Subscriptions
Subscribe

<input type="checkbox"/> 911 Telecommunications	<input type="checkbox"/> Accounting and Finance	<input checked="" type="checkbox"/> Administration	<input type="checkbox"/> Administrative Assistant
<input type="checkbox"/> Animal Control	<input type="checkbox"/> Animal Services	<input type="checkbox"/> Architecture	<input type="checkbox"/> Arts
<input type="checkbox"/> Arts, Design, Entertainment & Media	<input type="checkbox"/> Athletics & Fitness	<input type="checkbox"/> Attorney	<input type="checkbox"/> Audit
<input type="checkbox"/> Automotive	<input type="checkbox"/> Building & Grounds Cleaning and ...	<input checked="" type="checkbox"/> Building Maintenance	<input checked="" type="checkbox"/> Business
<input type="checkbox"/> Child Care	<input type="checkbox"/> Clerical & Data Entry	<input checked="" type="checkbox"/> Code Enforcement	<input type="checkbox"/> Communications
<input type="checkbox"/> Community and Social Services	<input type="checkbox"/> Community Development	<input type="checkbox"/> Community Services	<input checked="" type="checkbox"/> Construction Maintenance
<input type="checkbox"/> Construction Trades	<input type="checkbox"/> Corrections	<input type="checkbox"/> Counseling	<input type="checkbox"/> Court Administration
<input type="checkbox"/> Customer Service	<input type="checkbox"/> Database Administration	<input type="checkbox"/> Diversity Management/EEO	<input type="checkbox"/> Economic Development
<input type="checkbox"/> Education, Training & Library	<input type="checkbox"/> Elections	<input type="checkbox"/> Emergency Management	<input type="checkbox"/> EMS
<input checked="" type="checkbox"/> Engineering	<input type="checkbox"/> Entertainment	<input type="checkbox"/> Environmental Services	<input type="checkbox"/> Executive Management
<input type="checkbox"/> Facility Management	<input type="checkbox"/> Fire & EMS	<input type="checkbox"/> Fleet Services	<input type="checkbox"/> Food Services
<input type="checkbox"/> Forensics	<input type="checkbox"/> Forestry	<input type="checkbox"/> Grants Administration	<input type="checkbox"/> Grounds & Landscaping
<input type="checkbox"/> Health Care Support	<input type="checkbox"/> Health Education	<input type="checkbox"/> Health Sciences	<input type="checkbox"/> Health Services

Job Interest Card

Fields marked with an asterisk (*) are required

First Name *
Jane

Last Name *
Doe

Email Address *
Jane.Doe@fairfaxcounty.gov

Submit

Application Basics

Creating an Applicant Profile

The Basics

Creating an Applicant Profile

Menu >
JOB OPPORTUNITIES

Welcome to Fairfax County's job application process!

Click on the job title that you are interested in, review the job description, employment status, and required qualifications, then click the 'Apply' link. First-time users will need to create an account.

SHOW MORE

Job Title	Job Type	Salary	Closing	Posted
Community Outreach Manager (Administrative Aide)	FT Salary W BN	\$75,000.00 - \$85,000.00 Annually	04/04/25	03/15/25
HD General Administrative Assistant III New	FT Hourly W BN	\$44,368.06 - \$73,946.08 Annually	04/04/25	03/29/25
Payroll Specialist (Admin Asst IV) New	FT Hourly W BN	\$48,617.09 - \$81,028.48 Annually	04/04/25	03/29/25

Payroll Specialist (Admin Asst IV)

Salary ⓘ
\$48,617.09 - \$81,028.48 Annually

Job Type
FT Hourly W BN

Department
Police

Closing Date
4/4/2025 11:59 PM Eastern

Posting Type
Open to General Public

Location ⓘ
FAIRFAX (EJ28), VA

Job Number
25-00823

Opening Date
03/29/2025

Pay Grade
S17

APPLY

DESCRIPTION
BENEFITS
QUESTIONS

Job Announcement

Works as a motivated, high-energy employee within the payroll department that serves over 1,800 employees in the police department. Under general supervision of Payroll Section Supervisor, serves as a subject matter expert of county and departmental payroll policies and procedures supporting law enforcement and general county personnel. Duties and responsibilities include the following:

- Provides information, assistance, and problem resolution in written and verbal form to employees, supervisors, and outside contacts, as appropriate.
- Researches and resolves payroll issues.
- Coordinates all activities to ensure that employees are paid accurately and on time by prescribed deadlines.
- Reviews and processes a large number of personnel actions (e.g., transfers, promotions, laterals, data changes) in the county's payroll system, and pay/leave adjustment computations in compliance with payroll policies, procedures, and deadlines.
- Performs audits and review of time and attendance reports ensuring accurate coding of time.

The Basics

Creating an Applicant Profile

Human Resources Manager [Job Details](#)

SIGN IN TO APPLY [Create an account](#)

All fields are required

Username or Email

Password

Sign In

[Forgot Username?](#) | [Reset Password](#)

or sign in with

f Facebook

Government Jobs Login Portal

Create an account

Sign in

The Basics

Creating an Applicant Profile



Payroll Specialist (Admin Asst IV)

[Job Details](#)

Complete Steps



- Info ✓
- Work (1) ✓
- Education (1) ✓
- Additional ✓
- References ✓
- Attachments ✓
- Questions ✓
- Review
- Certify** !

Certify

Fields marked with an asterisk (*) are required

Are you interested in receiving text message notifications from this organization?

OFF ☒ ON

Phone Number *

+1

By selecting "on," you may receive text message for the following.

- Follow-up text messages from potential employers regarding applications you submitted and additional steps in the application process (including, but not limited to, scheduling interviews or assessment tests).
- Notification text messages about your applicant status, assessment score, and other progress notifications.

Please refer to our [Terms of Use](#) for more information.



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 Fairfax County and will not be returned. I understand Fairfax County 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.

Decline

Accept & Submit

Tip!

Candidates can upload a resume from a computer or desktop.

Pro Tip!

Copy and paste the content from your resume into the application.

IMPORTANT!

The application is the primary tool used to evaluate an applicant's job qualifications.

The Basics

Creating an Applicant Profile

General Information

Fields marked with an asterisk (*) are required

Contact Information

Name

First * Middle Last *

Jane Doe

Former Last

Address

Country *

US

Address Line 1 *

12000 Government Center Parkway

Address Line 2

City *

Fairfax

State/Province *

Virginia

Zip/Postal Code *

22035

Phone

Primary Primary Ext

703-324-3311

← Legal First and Last Name

← Current Address

← Phone Number

The Basics

Creating an Applicant Profile

Work Experience

+ Add work experience

Fields marked with an asterisk (*) are required

Company/Agency Name *

Fairfax County Government

Country

US

Address

City *

Fairfax

State/Province *

Virginia

Zip/Postal Code

22035

Phone

Website

May we contact this employer?



Yes



No

Position Title *

Administrative Assistant II

Hours/Week *

40

Employees Supervised

Start Date

Month *

March

Year *

2024

End Date

Month *

Present

Reason for Leaving

N/A

Supervisor

Name

Title

Duties Summary *

Enter your duties and accomplishments here

The Basics

Creating an Applicant Profile

Education

Add Education

Fields marked with an asterisk (*) are required

School Name

Type *
College/University

Name *
George Mason University

Country *
US

City *
Fairfax

State/Province *
Virginia

Website

Major/Minor
Public Administration

Degree *
Bachelor's

Units Completed

Unit Type
Select a unit type

Start Date

Month
Select or type Start Month name

Year
Select or type Start Year

End Date

Month
Select or type End Month name

Year
Select or type End Year

Did you graduate?
☒ Yes
 ☐ No

If a Start Date and/or End Date are provided, indicate whether you graduated.

The Basics

Creating an Applicant Profile


Additional Information

Certificates and Licenses
Certificates and Licenses are not specified.
[+ Add certificate and license](#)

Skills
[+ Add skills](#)

Typing speed

Data Entry

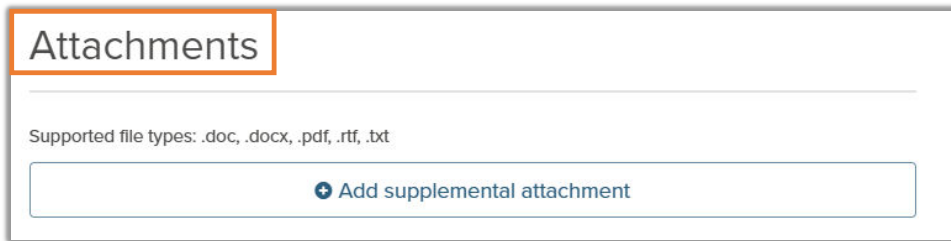
Edit 

Languages
Languages are not specified.
[+ Add language](#)

Supplemental Information
Supplemental Information is not specified.
[+ Add supplemental information](#)

The Basics

Creating an Applicant Profile



A screenshot of a web form section titled "Attachments". The title is in a light blue box. Below the title, it lists supported file types: ".doc, .docx, .pdf, .rtf, .txt". At the bottom, there is a button with a plus icon and the text "Add supplemental attachment".

Attachments (e.g., resume, cover letter, copy of licenses or certifications) are **optional** and serve as supplemental information only. They are **not** reviewed during the screening process.

REMEMBER: The **application** is the primary tool used to evaluate an applicant's job qualifications.

The Basics

Creating an Applicant Profile

Agency Questions

Fields marked with an asterisk (*) are required

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.

*01

I acknowledge that it is my responsibility to do the following:

- A) Fully complete all sections of the application;
 - B) Respond to all questions on the supplemental questionnaire truthfully and accurately;
 - C) My responses to the supplemental questions must be substantiated within my application.
 - D) Attaching a resume WILL NOT substitute for a detailed application.
- By entering my full legal name in the text box, I acknowledge and accept responsibility for my application in its entirety.

[Clear All](#)

Jane Doe

Supplemental Questions

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 for which you are applying.

*01

What is your highest completed level of education?

- ☐ Less than 12th grade
- ☐ High school diploma or G.E.D.
- ☐ Some college
- ☐ Associate degree or higher
- ☒ Bachelor's degree
- ☐ Master's degree
- ☐ Doctorate degree

The Basics

Creating an Applicant Profile



Payroll Specialist (Admin Asst IV)

[Job Details](#)

Info

Work (1)

Education (1)

Additional

References

Attachments

Questions

Review

Certify

Certify

Fields marked with an asterisk (*) are required

Are you interested in receiving text message notifications from this organization? OFF ☐ ON ☒

Phone Number *

+1

By selecting "on," you may receive text message for the following.

- Follow-up text messages from potential employers regarding applications you submitted and additional steps in the application process (including, but not limited to, scheduling interviews or assessment tests).
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Decline

Accept & Submit

Applicants will receive a confirmation email acknowledging receipt of their application submission.

Certify your application by clicking the "Accept & Submit" button



More Application Tips

Review & Study the Job Announcement



Fairfax County
Payroll Specialist (Admin Asst IV)

SALARY	\$23.37 - \$38.96 Hourly \$1,869.89 - \$3,116.48 Biweekly \$48,617.09 - \$81,028.48 Annually	LOCATION	FAIRFAX (EJ28), VA
JOB TYPE	FT Hourly W BN	JOB NUMBER	25-00823
DEPARTMENT	Police	OPENING DATE	03/29/2025
CLOSING DATE	4/4/2025 11:59 PM Eastern	PAY GRADE	S17
POSTING TYPE	Open to General Public		

Job Announcement

Works as a motivated, high-energy employee within the payroll department that serves over 1,800 employees in the police department. Under general supervision of Payroll Section Supervisor, serves as a subject matter expert of county and departmental payroll policies and procedures supporting law enforcement and general county personnel. Duties and responsibilities include the following:

- Provides information, assistance, and problem resolution in written and verbal form to employees, supervisors, and outside contacts, as appropriate.
- Researches and resolves payroll issues.
- Coordinates all activities to ensure that employees are paid accurately and on time by prescribed deadlines.
- Reviews and processes a large number of personnel actions (e.g., transfers, promotions, laterals, data changes) in the county's payroll system, and pay/leave adjustment computations in compliance with payroll policies, procedures, and deadlines.
- Performs audits and review of time and attendance reports ensuring accurate coding of time.
- Assists with the training for the on-line time and attendance.
- Completes payroll transactions for retro-active pay adjustments.
- Creates and maintains reports using FOCUS, Teletaft, PEAQ, Microsoft Word and Excel.
- Completes time and attendance processing of military deployments.
- Maintains current knowledge of county and the Police department's policies and procedures.
- Performs audits and review of time and attendance reports ensuring accurate coding of time.
- Prepares direct payments for clothing allowances, educational stipends etc. by downloading data from FOCUS system in a timely manner.
- Prepares and reconciles operational overtime billing transactions with internal and external agencies for the department.
- Uses independent judgement to solve routine problems and refers significant problems to payroll supervisor.
- Perform other duties as assigned.

The assigned functional areas of this position are General Administrative and Payroll.

Employment Standards

MINIMUM QUALIFICATIONS:

Any combination of education, experience and training equivalent to high school graduation and three years of experience providing administrative support in the assigned functional area(s).

PREFERRED QUALIFICATIONS:

- Knowledgeable with Payroll/ Human Resources policies and procedures for governmental public safety agencies.
- Payroll processing experience.
- Experience working with HRM or HCM systems.
- Proficiency with Microsoft Office Outlook, Word, and Excel.
- Good verbal and written communication skills.
- Strong interpersonal skills and great customer service.
- Excellent attention to detail.
- Strong planning skills.

NECESSARY SPECIAL REQUIREMENTS:

The appointee to this position will be required to complete a criminal background check and credit check to the satisfaction of the employer.

PHYSICAL REQUIREMENTS:

Employment contingent on completion of background investigation and employee is subject to random drug testing. Work requires the ability to operate keyboard-driven equipment, sit for long periods, and bending and stooping for extended periods of time for filing. All duties may be performed with or without reasonable accommodations.

SELECTION PROCEDURE:

Panel interview and may include exercise.

The population of Fairfax County is very diverse where 38.7% of residents speak a language other than English at home (Spanish, Asian/Pacific Islander, Indo-European, and others) and we encourage candidates bilingual in English and a foreign language to apply to this opportunity.

Fairfax County Government prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or military status in the recruitment, selection, and hiring of its workforce.

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. TTY 703-222-7314. EEO/AA/TTY.

Review & Study the Job Announcement



Fairfax County Payroll Specialist (Admin Asst IV)

SALARY	\$23.37 - \$38.96 Hourly \$1,869.89 - \$3,116.48 Biweekly \$48,617.09 - \$81,028.48 Annually	LOCATION	FAIRFAX (EJ28), VA
JOB TYPE	FT Hourly W BN	JOB NUMBER	25-00823
DEPARTMENT	Police	OPENING DATE	03/29/2025
CLOSING DATE	4/4/2025 11:59 PM Eastern	PAY GRADE	S17
POSTING TYPE	Open to General Public		

Review & Study the Job Announcement

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- Creates and maintains reports using FOCUS, Teletaff, PEAQ, Microsoft Word and Excel.
- Completes time and attendance processing of military deployments.
- Maintains current knowledge of county and the Police department's policies and procedures.
- Performs audits and review of time and attendance reports ensuring accurate coding of time.
- Prepares direct payments for clothing allowances, educational stipends etc. by downloading data from FOCUS system in a timely manner.
- Prepares and reconciles operational overtime billing transactions with internal and external agencies for the department.
- Uses independent judgement to solve routine problems and refers significant problems to payroll supervisor.
- Perform other duties as assigned.

The assigned functional areas of this position are General Administrative and Payroll.

Review & Study the Job Announcement

Employment Standards

MINIMUM QUALIFICATIONS:

Any combination of education, experience and training equivalent to high school graduation and three years of experience providing administrative support in the assigned functional area(s).

PREFERRED QUALIFICATIONS:

- Knowledgeable with Payroll/ Human Resources policies and procedures for governmental public safety agencies.
- Payroll processing experience.
- Experience working with HRM or HCM systems.
- Proficiency with Microsoft Office Outlook, Word, and Excel.
- Good verbal and written communication skills.
- Strong interpersonal skills and great customer service.
- Excellent attention to detail.
- Strong planning skills.

NECESSARY SPECIAL REQUIREMENTS:

The appointee to this position will be required to complete a criminal background check and credit check to the satisfaction of the employer.

PHYSICAL REQUIREMENTS:

Employment contingent on completion of background investigation and employee is subject to random drug testing. Work requires the ability to operate keyboard-driven equipment, sit for long periods, and bending and stooping for extended periods of time for filing. All duties may be performed with or without reasonable accommodations.

SELECTION PROCEDURE:

Panel interview and may include exercise.

Review Supplemental Questions

Payroll Specialist (Admin Asst IV) Supplemental Questionnaire

*QUESTION 1

What is your highest completed level of education?

- ☐ Less than 12th grade
- ☐ High school diploma or G.E.D.
- ☐ Some college
- ☐ Associate degree or higher
- ☐ Bachelor's degree
- ☐ Master's degree
- ☐ Doctorate degree

*QUESTION 2

If you answered "Some college" for the highest level of education completed, please indicate the number of quarter or semester hours you have completed towards a degree.

- ☐ Less than 45 quarter hours
- ☐ 45 to less than 90 quarter hours
- ☐ 90 to less than 135 quarter hours
- ☐ 135 to less than 180 quarter hours
- ☐ 180 or more quarter hours
- ☐ Less than 30 semester hours
- ☐ 30 to less than 60 semester hours
- ☐ 60 to less than 90 semester hours
- ☐ 90 to less than 120 semester hours
- ☐ 120 or more semester hours
- ☐ Not applicable

*QUESTION 3

How many years of full-time equivalent experience do you have providing administrative support in the functional areas of general administrative, and payroll?

- ☐ None
- ☐ Less than one year
- ☐ One to less than two years
- ☐ Two to less than three years
- ☐ Three to less than four years
- ☐ Four to less than five years
- ☐ Five to less than six years
- ☐ Six to less than seven years
- ☐ Seven to less than eight years
- ☐ Eight or more years

*QUESTION 4

How many years of full-time equivalent experience do you have working in a bi-weekly payroll environment?

- ☐ None
- ☐ Less than one year
- ☐ One to less than two years
- ☐ Two to less than three years
- ☐ Three to less than four years
- ☐ Four to less than five years
- ☐ Five or more years

Review Supplemental Questions

*QUESTION 5

How many years of full-time equivalent experience do you have working with an SAP financial system?

- ☐ None
- ☐ Less than one year
- ☐ One to less than two years
- ☐ Two to less than three years
- ☐ Three to less than four years
- ☐ Four to less than five years
- ☐ Five or more years

*QUESTION 6

How many years of full-time equivalent experience do you have processing payroll for shift employees?

- ☐ None
- ☐ Less than one year
- ☐ One to less than two years
- ☐ Two to less than three years
- ☐ Three to less than four years
- ☐ Four to less than five years
- ☐ Five or more years

*QUESTION 7

How many years of full-time equivalent experience do you have working with HRM or HCM systems?

- ☐ None
- ☐ Less than one year
- ☐ One to less than two years
- ☐ Two to less than three years
- ☐ Three to less than four years
- ☐ Four to less than five years
- ☐ Five or more years

*QUESTION 8

How many years of full-time equivalent payroll and/or human resources experience do you have working in a government and/or public safety agency?

- ☐ None
- ☐ Less than one year
- ☐ One to less than two years
- ☐ Two to less than three years
- ☐ Three to less than four years
- ☐ Four to less than five years
- ☐ Five or more years

Review Supplemental Questions

*QUESTION 9

Please indicate your level of proficiency with Microsoft Word.

- ☐ Beginner (Basic knowledge of creating, editing, formatting, and saving simple documents; inserting simple tables; and proofreading documents for accuracy)
- ☐ Intermediate (Knowledge of common commands such as creating a title; using, modifying, and creating styles; setting up the ruler; indenting paragraphs, using tabs and tables; inserting captions, footnotes, endnotes, special characters, or hard page breaks; using page numbering; creating headers and footers; inserting graphics; inserting an equation, adding comments and tracking changes.)
- ☐ Advanced (Extensive knowledge of almost all function of program including mail merge, macros, creating a table of contents, creating bookmarks and cross-referencing.)
- ☐ No experience

*QUESTION 10

Please indicate your level of proficiency with Microsoft Excel.

- ☐ Beginner (Basic knowledge of creating a worksheet; performing calculations in a worksheet; modifying and formatting a worksheet; printing workbook contents)
- ☐ Intermediate (Knowledge of inserting and modifying graphic objects in a worksheet; customizing and enhancing workbooks; analyzing data using Pivot Tables, Slicers, and Pivot Charts)
- ☐ Advanced (Extensive knowledge of increasing productivity and improving efficiency by streamlining workflow; collaborating with others using workbooks; auditing worksheets; analyzing data; working with multiple workbooks; importing and exporting data, using Excel with the web)
- ☐ No experience

*QUESTION 11

Please indicate your level of proficiency with Microsoft Outlook.

- ☐ Beginner (Basic knowledge of identifying the components of the Outlook environment; composing email messages; sending and receiving email messages; organizing email messages into folders; managing contacts; scheduling appointments; scheduling meetings, managing tasks, notes and journal entries)
- ☐ Intermediate (Knowledge of customizing message settings; organizing and locating Outlook messages; setting calendar options; tracking activities using the Journal; assigning and tracking tasks; sharing folder information; customizing the Outlook environment)
- ☐ Advanced (Extensive knowledge of almost all functions of program including personalizing your email; organizing Outlook items; managing data files; managing contacts and contact information; saving and archiving email; creating a custom Outlook form; working offline and remotely)
- ☐ No experience

* Required Question

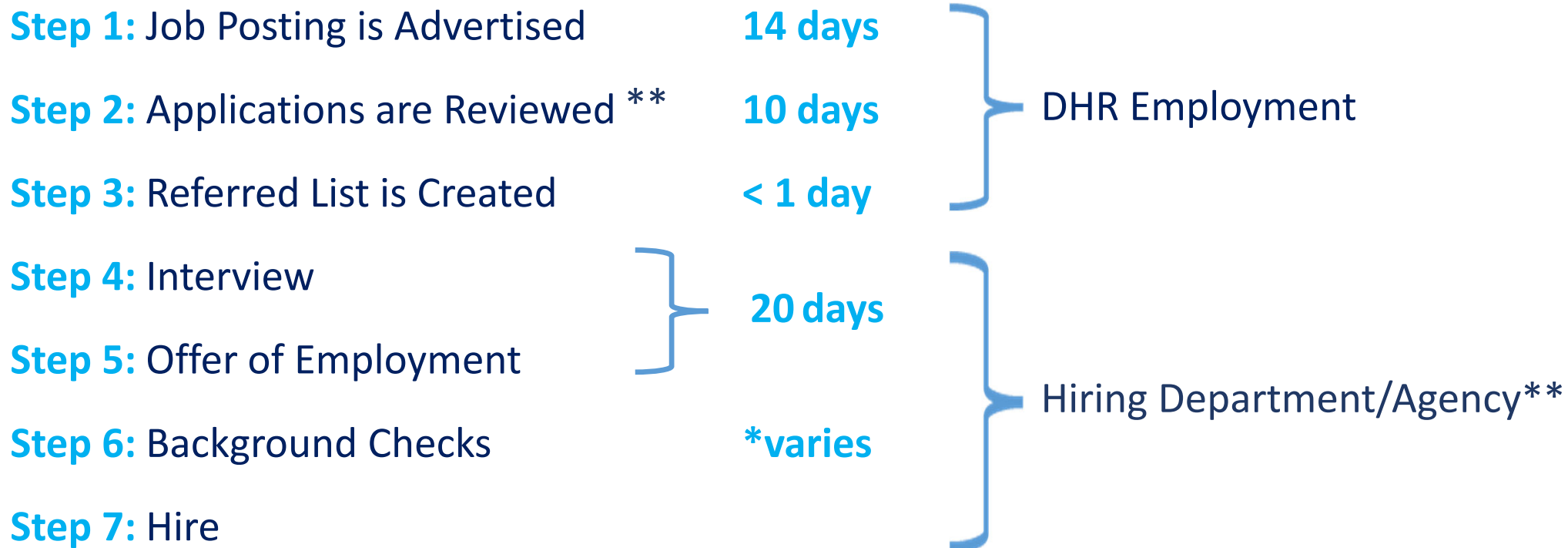
Respond to Supplemental Questions truthfully and match your answers to your application.

More Application Tips

- ✓ Use the job announcement and supplemental questions as your roadmap
- ✓ Must meet minimum qualifications
- ✓ Preferred qualifications is a “wish list”
- ✓ Be specific and provide details in your Work Experience/Duties Summary section
- ✓ Respond to supplemental questions truthfully and match your answers to your application
- ✓ Do not use acronyms
- ✓ Include relevant volunteer (or non-paid) experience
- ✓ Double check spelling, grammar, & punctuation
- ✓ **Fully complete** your applicant profile
- ✓ **Tailor your profile** - *One application profile does **not** fit all!*

Hiring Process Overview

Hiring Process Overview



Fairfax County Interviewing Process

Interviewing Process

- Hiring department/agency will reach out directly (phone or email)
- Panel Interview
- Structured Format
 - Set of pre-developed interview questions
 - May include an exercise
 - Set time allotted
 - Candidates are rated
- Offer of employment extended to candidate with the highest score

Summary

- Set up Job Alerts
- Submit your online application as soon as possible, well ***before*** the closing date
- Compare and match the job announcement to your resume/experience
- Answer supplemental questions according to your experience
- Make sure your answers to the supplemental questions are detailed in and match your application
- Do not shortchange yourself - include relevant volunteer (or non-paid) experience
- Tailor your application profile

We hope to see you on Team Fairfax!

THANK YOU!



Applicant Inquiries

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