

# Frequently Asked Questions

This section provides answers to some of the more commonly asked questions about employment with St Croix County. Additional information about these topics or other issues may be obtained by contacting the

## **St. Croix County Human Resources Department**

1101 Carmichael Road Hudson, WI 54016

**Telephone:** (715) 381-4310 **Fax:** (715) 381-4301

This page is intended to provide you with general information, and if conflicts exist between this information and St Croix County Personnel Rules, Benefits Policies, relevant statutes and collective bargaining agreements, the latter documents prevail.

### **Q: What kinds of jobs are available with St Croix County?**

**A:** St Croix County employs about 600 people in a variety of fields related to: human services, health care, law enforcement and corrections, court services, highways, parks, land and water conservation, planning and zoning, general administration and others. County facilities are located in Hudson, New Richmond, Hammond, and Baldwin.

### **Q: How do I find out what jobs are open at St Croix County?**

**A:** A list of current openings is available via the Internet. A list of these job openings is also posted in the Human Resources Department, open Monday through Friday, 8am to 5:00 Time.

### **Q: How do I apply for a job once I know what job I want?**

**A:** Be sure to read the job posting so that you understand the requirements and minimum qualifications for the job. You can download the application from the internet or if you prefer, you may obtain an application by mail by calling the Human Resources Department at (715)-381-4310, or in person by visiting the Human Resources Department. Please be sure to specify the job title for which you wish to apply. You must complete a separate application form for each job title for which you are applying. You may submit a photocopy of the application form. Be sure to include any supplemental forms required.

Applications must be received (in-person or by fax) in the Human Resources Department, or be postmarked, by the application filing deadline.

### **Q: What is important to know about completing the application form?**

**A:** It is important to be as complete as possible in filing out the application. Also note that some applications have supplements and be sure to complete those as well. It is not sufficient in most cases to mark the form "see resume". Be sure to note any required degrees, certifications, and licensures, or dates of anticipated graduation or licensure if within the next 12 months.

Be sure to indicate whether your record of experience was part-time or full-time. For each part-time experience be sure to include an approximate of the average number of hours worked per week. In determining whether you meet the stated minimum qualifications, the Human Resources Department will assess your past experience based on full-time equivalent periods of time.

Be sure to indicate the job title for which you are applying on the front side of the form. Applications that do not indicate a job title, or those marked "any job" will be rejected.

Finally, be sure to sign and date the bottom of the form. If you apply online, you will be asked to certify that the information you provide is correct and complete. Once you submit your application, you will receive confirmation of our receipt of your application. During the screening process, you can see the status of your application(s) from your online user account.

**Q: Can I substitute other experience or education for the minimum qualifications?**

**A:** Unless otherwise mentioned in the job announcement, you must meet the experience and education requirements for the job. In some cases, the job posting may state that substitutions can be made for education and experience lacking. For example, the posting may read that each year of additional qualifying experience may be accepted as a substitute for each year of education lacking. Approved special training or education may be accepted as a substitute for each year of experience lacking, up to 50% of the required experience. (Substitutions will not be allowed when such substitutions would lower the professional standing of a county institution or disqualify the county from receiving federal or state grants-in-aid, or when statute prohibits it.)

**Q: Is there a residency requirement for employment with St Croix County?**

**A:** County residence is not required for application or after employment unless otherwise stated in the job announcement.

**Q: What if I don't know what jobs would fit my background and interest?**

**A:** A complete set of job descriptions used in St Croix County is available for you to examine online (under the Job Descriptions link) on our website. These job descriptions will give you information about the duties, minimum qualifications, etc. for each job title. Human Resources staff are available to answer your questions or provide assistance.

**Q: What happens after I apply for a job?**

**A:** If your completed application indicates that you meet the minimum qualifications for the position, your application will be forwarded to the hiring supervisor for consideration for an interview.

**Q: Will I need to go through a background check prior to employment?**

**A:** Depends on the position. Employment offers may be conditioned on successful completion of a criminal background check, some which require a fingerprint. If the criminal background check reveals convictions that an individual disclosed, each conviction will be evaluated, along with any additional information provided, before the offer of employment is confirmed or withdrawn. If unreported convictions are revealed in the criminal background check the offer of employment will be withdrawn unless the report is shown to be in error.

**Q: What if I'm hired?**

**A:** You will be required to serve a probationary period of employment lasting for six months to one year. New employee orientation sessions are conducted soon after hire to provide information about the County and employee benefits and other useful information. Some departments provide additional training or orientation.

**Q: What if I'm interested in temporary work or in setting up an internship?**

**A:** Generally, job announcements are used to fill permanent full-time or permanent part-time openings. In most cases, the hiring of temporary employees or interns is coordinated through the individual departments. If you are interested in internships, you are encouraged to contact the individual departments. Be sure to indicate that you are interested in temporary or internship employment when you call the specific department of interest to you.