

Angela D. Alsobrooks  
County Executive

# Applying for a Job Opportunity

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YOUTH@WORK

SUMMER YOUTH ENRICHMENT  
PROGRAM



# Let's Get Ready

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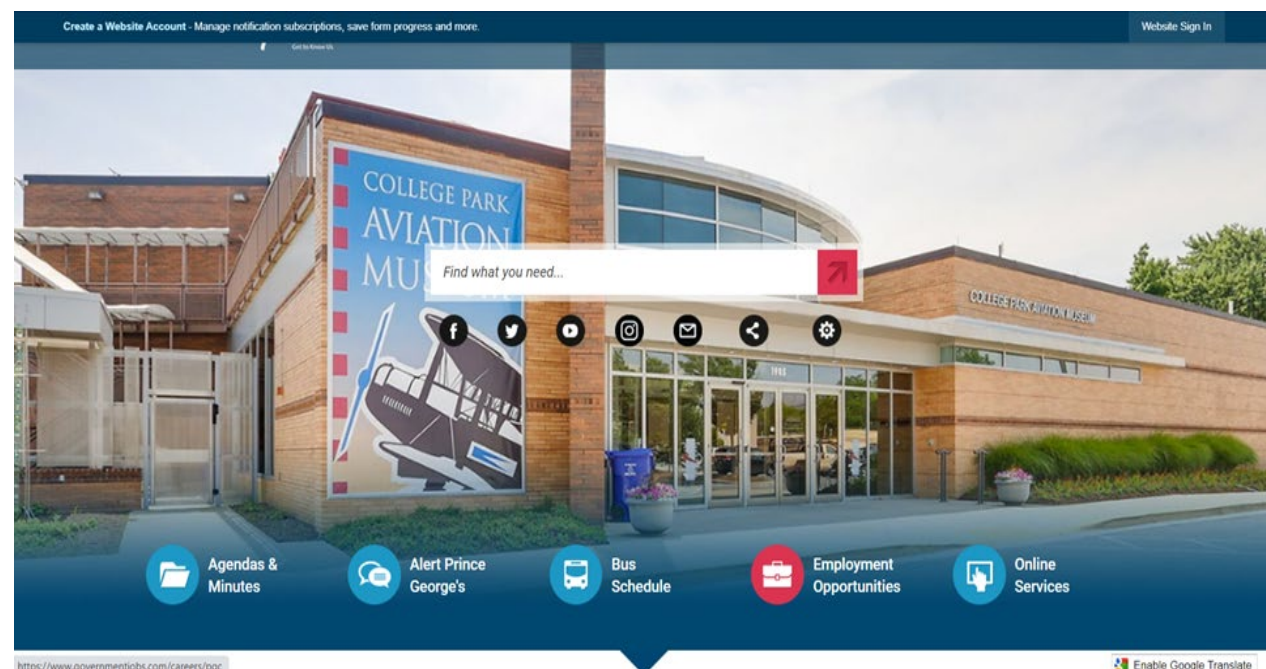
To apply for a job, you will need the following:

- NEOGOV username and password
- Complete home address
- Social Security Number
- Date of Birth
- Work History, including volunteer service – Places and dates of employment, job duties, and contact information
- Resume

# Locate the Job Opportunity

Visit the Prince George's County  
Government Website at  
[www.princegeorgescountymd.gov](http://www.princegeorgescountymd.gov)

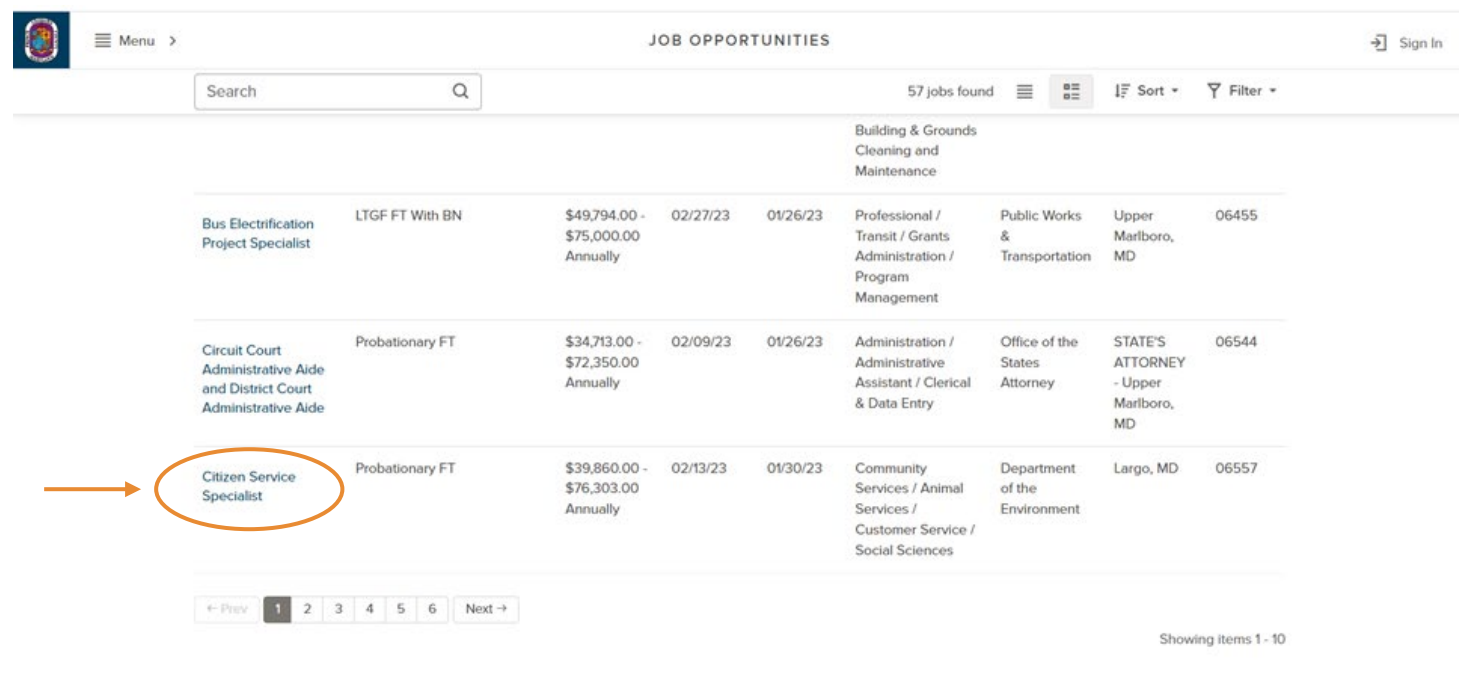
Click on Employment Opportunities



# Locate the Job Opportunity

Locate the job opportunity that you want to apply.

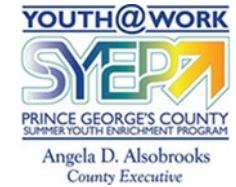
Click on the job title.



The screenshot shows a web interface for job opportunities. At the top, there is a search bar and navigation options. Below the search bar, there are three job listings. The third listing, 'Citizen Service Specialist', is highlighted with an orange circle and an arrow pointing to it from the left. The table below contains the following data:

Job Title	Employment Type	Salary Range	Start Date	End Date	Department	Location	Job ID
Bus Electrification Project Specialist	LTGF FT With BN	\$49,794.00 - \$75,000.00 Annually	02/27/23	01/26/23	Professional / Transit / Grants Administration / Program Management	Public Works & Transportation Upper Marlboro, MD	06455
Circuit Court Administrative Aide and District Court Administrative Aide	Probationary FT	\$34,713.00 - \$72,350.00 Annually	02/09/23	01/26/23	Administration / Administrative Assistant / Clerical & Data Entry	Office of the States Attorney STATE'S ATTORNEY - Upper Marlboro, MD	06544
Citizen Service Specialist	Probationary FT	\$39,860.00 - \$76,303.00 Annually	02/13/23	01/30/23	Community Services / Animal Services / Customer Service / Social Sciences	Department of the Environment Largo, MD	06557

# Locate the Job Opportunity



Click on the job opportunity.

You can review the job description, the qualifications for the position, and other important details.

Click on **Apply** – it is the green button in the upper right-hand corner.

Job Title	Job Type	Salary Range	Posting Date
Bus Electrification Project Specialist	LTGF FT With BN	\$49,794.00 - \$75,000.00 Annually	02/27/2023
Circuit Court Administrative Aide and District Court Administrative Aide	Probationary FT	\$34,713.00 - \$72,350.00 Annually	02/09/2023
Citizen Service Specialist	Probationary FT	\$39,860.00 - \$76,303.00 Annually	02/13/2023

**Citizen Service Specialist**

**Salary** \$39,860.00 - \$76,303.00 Annually  
**Location** Largo, MD  
**Job Type** Probationary FT  
**Department** Department of the Environment  
**Job Number** 06557  
**Closing** 2/13/2023 11:59 PM Eastern

**APPLY**

**DESCRIPTION** **BENEFITS** **QUESTIONS**

**Nature and Variety of Work**  
Come join our team! Prince George's County is the perfect family-friendly community to live, work, and play and is just 37 miles south of the city of Baltimore. Encompassing almost 500 square miles, with over 900,000 residents Prince George's County has an urban atmosphere that still manages to provide a scenic and peaceful place to live, work, and play.  
**We are Prince George's Proud!**

**About the Position:**  
The Prince George's County Government Department of The Environment is seeking qualified applicants to fill a Citizen Service Specialist position, grade A16, within its Strategic Services Division. This is entry level professional community services and public relations work. Incumbents in this class receive and respond to citizens inquiries and complaints and initiate appropriate action necessary to address/resolve problems. Incumbents encounter a significant degree of public contact. Such employees receive close supervision from a higher level administrative supervisor. Work is evaluated based upon the attainment of department goals and objectives.

# Log into your NEOGOV Account

Sign in to apply.

Use your email or  
username and password  
you created

Citizen Service Specialist Job Details Support X

SIGN IN TO APPLY Create an account

All fields are required

Username: ImaLilly

Password: .....

Sign In

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

or sign in with

Facebook

# Log into your NEOGOV Account

Review the Privacy Policy and Terms of Use.

You must accept the Privacy Policy and Terms of Use.

- ✓ Check the box.
- ✓ Click Confirm.

The screenshot shows a web browser window with the title "Citizen Service Specialist" and "Job Details". The user is logged in as "iamreadytowork987@gmail.com". A modal dialog box is displayed in the center, titled "We've updated our Privacy Policy and Terms of Use. Please, read and accept changes." The dialog contains the following text:

Effective date: February 01, 2023

PRIVACY POLICY

Contents

1. Introduction; Scope of this Policy.
2. Where We Are a Service Provider.

I accept the Privacy Policy and Terms of Use. (required)

Decline Confirm

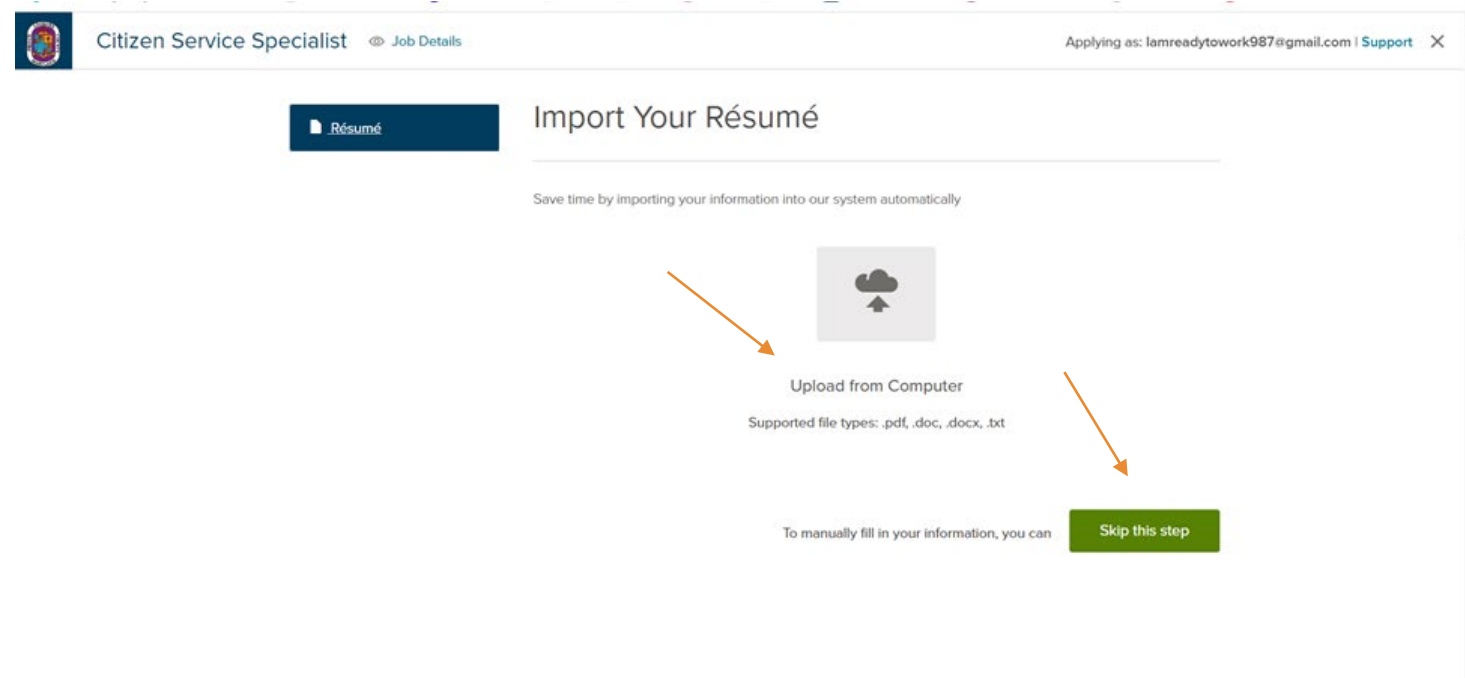
Orange arrows and circles highlight the "I accept the Privacy Policy and Terms of Use. (required)" checkbox and the "Confirm" button.

# Complete Your Application

You may import a Resume.

In professional positions, this is highly encouraged; however, not required.

If you do not have a resume, you may skip this step.





# Complete Your Application

The first section is General Information.

Complete all required fields marked with an asterisks (\*).

Spell out your street address using the example shown.

Citizen Service Specialist Job Details Applying as: lamreedytowork987@gmail.com | Support

### General Information

Fields marked with an asterisk (\*) are required

#### Contact Information

**Name**

First \* Middle Last \*

Ima Lilly

**Address**

Country \*  
US

Address Line 1 \*  
123 Main Street

Address Line 2

City \*

# Complete Your Application

You will be required to fill in some personal and confidential information.

Your Social Security Number is required. Incorrect or false information may jeopardize you're being considered.

If you are completing an application for the Summer Youth Enrichment Program, and you are in Middle School, there is no education level for you to accept. Choose High School.

Citizen Service Specialist Job Details Applying as: lamreadytowork987@gmail.com | Support

**Info** (with error icon)

Work

Education

Additional

References

Attachments

Questions

Review

Certify

**Social Security Number \***

[ ] - XX - XXXX

This field is required

XXX - XX - XXXX

**Do you have proof of your legal right to work in the US? \***

Yes  No

This field is required

**What is your highest level of education? \***

Select Level

This field is required

Cancel Save

# Complete Your Application

Continue to complete the application. The green checkmarks indicate your progress.

When you get to the review section, you may add your resume, certificates, transcripts, or other information that supports your qualifications.

Click on **Proceed to Certify and Submit**.

Citizen Service Specialist Job Details Applying as: lamreadytowork987@gmail.com | Support X

Info ✓  
Work ✓  
Education ✓  
Additional ✓  
References ✓  
Attachments ✓  
Questions ✓  
**Review**  
Certify

Yes  
I acknowledge and understand that the responses to the supplemental questions must reflect the information provided under the "Work Experience" section of the application. My responses will be used to determine whether or not I possess the minimum qualifications for the position.  
Yes

Attachments  
Supported file types: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .potx, .pdf, .gif, .tiff, .tif, .jpe, .jpeg, .jpg, .png, .htm, .html, .rtf, .txt, .bmp  
Add supplemental attachment

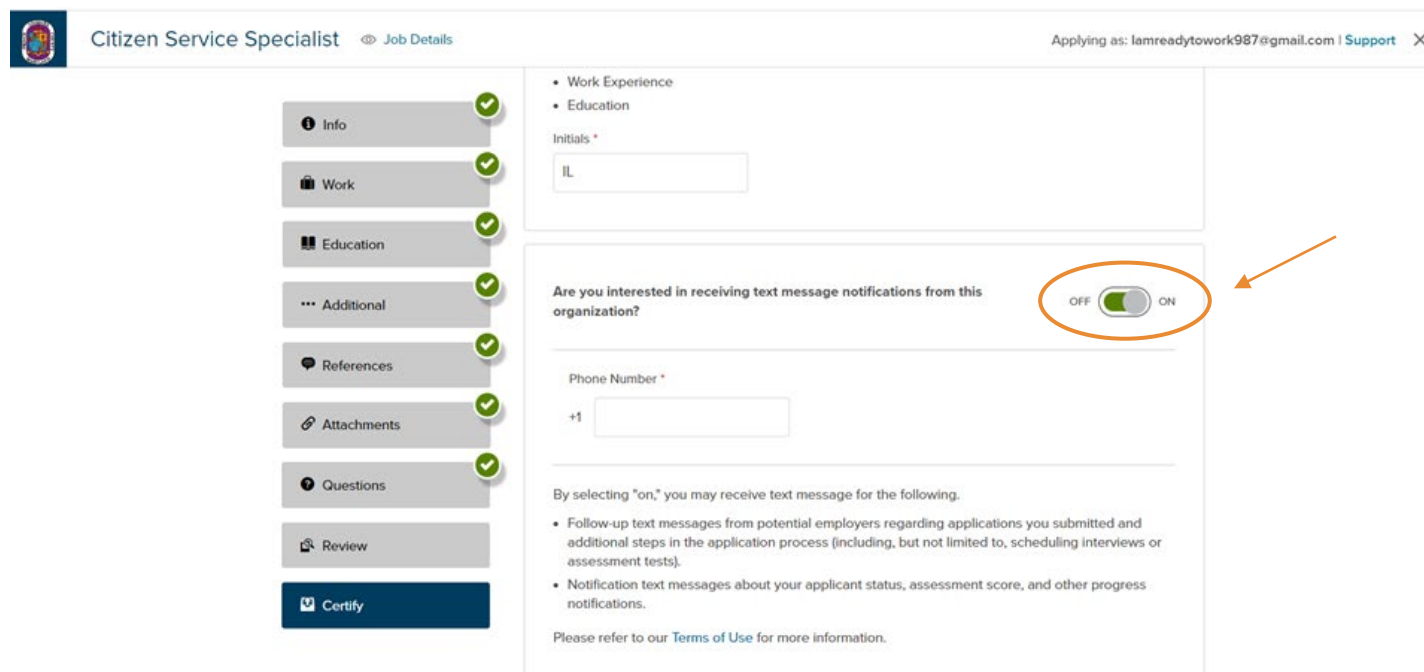
Proceed to Certify and Submit

<https://www.governmentjobs.com/careers/pgc/jobs/3893468/citizen-service-specialist/apply/review?pagetype=jobOpportunitiesJobs#review-tab>

# Complete Your Application

A great feature we have is you can receive text messaging. You will receive real-time information regarding your application status.

You must opt-in by moving the toggle to **ON**.



The screenshot shows a web application interface for a job application. The page title is "Citizen Service Specialist" and the user is logged in as "Applying as: lamreadytowork987@gmail.com". The left sidebar contains a navigation menu with the following items: Info, Work, Education, Additional, References, Attachments, Questions, Review, and Certify. Each item has a green checkmark icon. The main content area is divided into sections: "Work Experience" and "Education" (both with green checkmarks), "Initials" (with a text input field containing "IL"), "Are you interested in receiving text message notifications from this organization?" (with a toggle switch set to "ON" and circled in orange), and "Phone Number" (with a text input field starting with "+1"). Below the toggle, there is a list of bullet points explaining the benefits of opting in for text messages, and a link to the "Terms of Use".

# Complete Your Application

You must now **Accept and Submit** your application.

You must complete this step prior to the deadline date and time.

Citizen Service Specialist Job Details Applying as: lamreadytowork987@gmail.com | Support

- Info
- Work
- Education
- Additional
- References
- Attachments
- Questions
- Review
- Certify**

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.

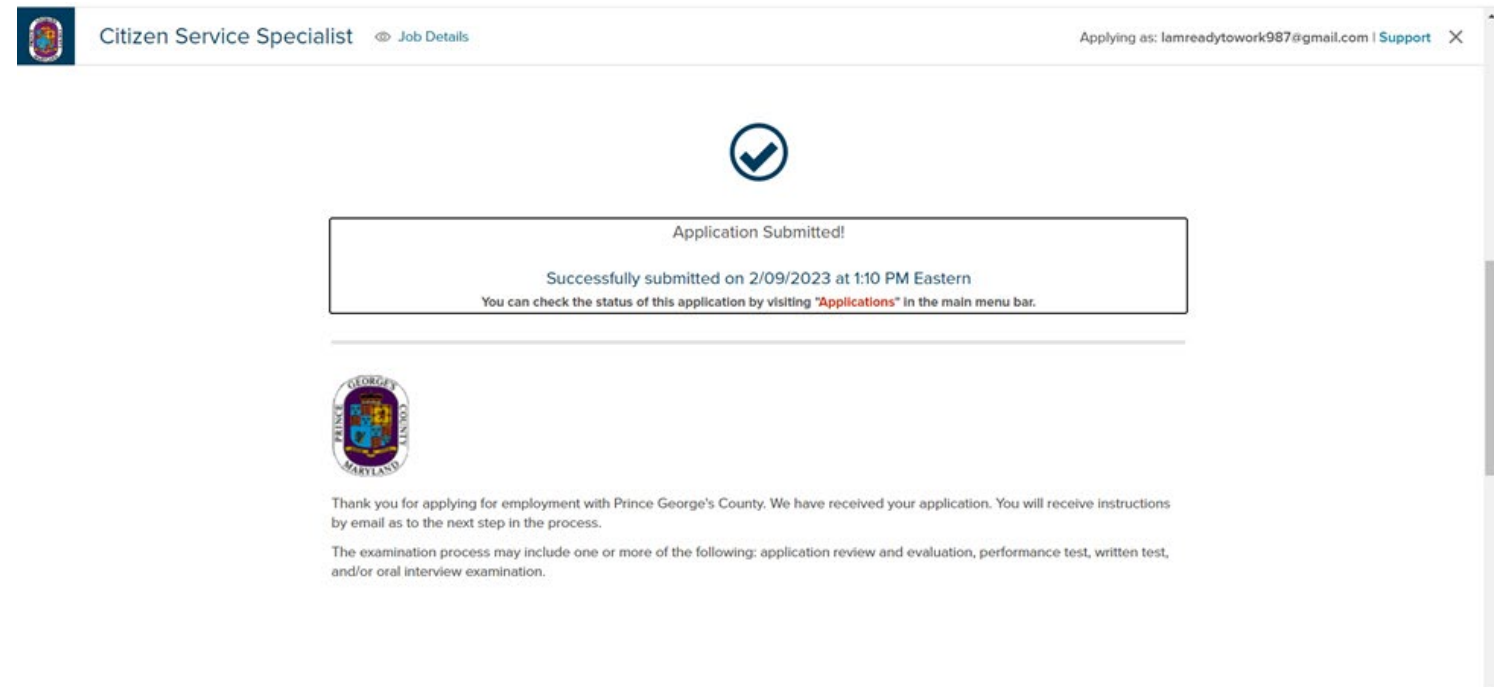
Please refer to our [Terms of Use](#) for more information.

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 Prince George's County and will not be returned. I understand Prince George's 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**

# Confirmation of Submission

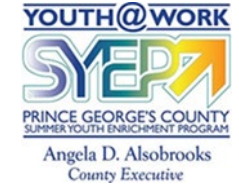
Once you submit the application, you will receive a message indicating the application was successfully submitted.



The screenshot shows a web browser window with the following content:

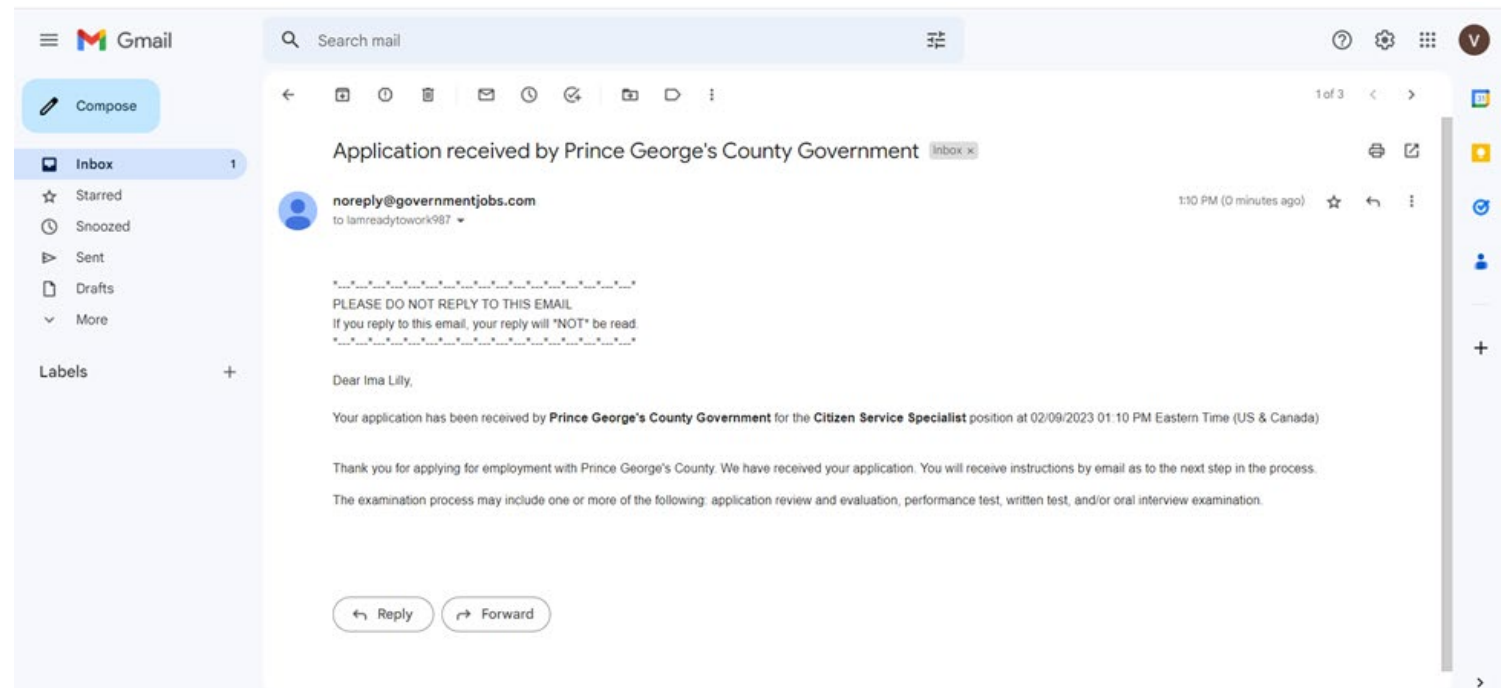
- Page title: Citizen Service Specialist Job Details
- Applying as: lamreadytowork987@gmail.com | Support
- Confirmation icon: A blue circle with a white checkmark.
- Message box: "Application Submitted! Successfully submitted on 2/09/2023 at 1:10 PM Eastern. You can check the status of this application by visiting 'Applications' in the main menu bar."
- Logo: The official seal of Prince George's County, Maryland.
- Text: "Thank you for applying for employment with Prince George's County. We have received your application. You will receive instructions by email as to the next step in the process. The examination process may include one or more of the following: application review and evaluation, performance test, written test, and/or oral interview examination."

# Confirmation of Submission



Check your email.

You will receive a message that your application was received by Prince George's County Government.

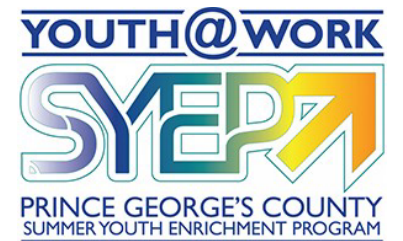


# Questions?

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Contact the Youth@Work/Summer Youth Enrichment Program at:

[SYEP@co.pg.md.us](mailto:SYEP@co.pg.md.us)



Angela D. Alsobrooks  
*County Executive*