





Q: How can I find career opportunities with the City of Oklahoma City?

A: Job openings are available at okc.gov/careers. Here you can also join the City's Talent Community to receive emails about job opportunities that match your interests.

Q: What are the age requirements to work for the City?

A: The minimum age for full-time and part-time employment with the City of Oklahoma City is 18, unless otherwise specified. However, individuals aged 16 and 17 may be eligible for seasonal positions.

Q: What information will I need to submit an application?

A: You will need to provide the following details:

- Contact information (name, address, phone number, email)
- Educational background
- Employment history and work experience
- Certifications, licenses, etc.
- You can also upload your resume, cover letter, and any additional supporting documents.

Q: Are there application questions I will need to answer?

A: Yes. The application includes specific questions based on the job requirements. You must answer these questions thoroughly, ensuring your responses are directly supported by the work history and details provided in your application or resume.

Q: Who can I contact for help with uploading documents?

A: While we cannot upload documents on your behalf, we are available to assist you over the phone during regular business hours: Monday through Friday, 8:00 a.m. to 5:00 p.m. You can reach us at 405-297-2530.



Q: An email address is required to apply. What if I don't have one?

A: If you don't already have an email address, there are several free email services available. Although the City of Oklahoma City does not endorse specific providers, you can search online for "free email services" to explore your options. It's recommended that you create your own email account instead of using someone else's to ensure privacy and accessibility.

Q: How can I apply for a job with the City of Oklahoma City?

A: The application process is straightforward:

1. Visit okc.gov/careers.
2. Click on *Careers Open to the Public*.
3. Use the search box or scroll through the list of openings to find jobs that interest you.
4. Select a position to review its detailed information.
5. Once you've identified a position you'd like to apply for, click the *Apply Now* button on the job posting.
6. Sign in using your email address. If you don't have an account, no problem—your profile will be created automatically as you fill out the details for your application.
7. Complete all required fields, including:
 - Contact information (name, address, phone number, email)
 - Educational background
 - Employment history and work experience
 - Certifications, licenses, etc.
 - Application question responses

Helpful Tip: Draft your answers to application questions in a separate document so you can save your work. Afterward, upload your resume, cover letter, and any additional supporting materials. Finally, click *Submit* to complete your application.



Q: What if I need help?

A: We are here to assist!

- **Telephone Assistance:** Available during regular business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m., at 405-297-2530.
- **Email Assistance:** Send your questions to careers@okc.gov.
- **In-Person Assistance:** Visit the Talent Acquisition and Development Division office located at 420 W. Main (Suite 110) during regular business hours.

Q: What if the online application requires an electronic document attachment such as a resume, cover letter, writing sample, etc., and I only have a paper copy?

A: Here are some solutions:

- Use your smartphone to take a clear photo of the document.
- Visit a public library, as they may offer scanning services for public use.

While we cannot upload documents for you, telephone assistance is available Monday through Friday, 8:00 a.m. to 5:00 p.m., at 405-297-2530.

Q: Can I apply for City of Oklahoma City career opportunities by any other method?

A: No. The City of Oklahoma City's recruitment process is entirely automated. Applications must be submitted online through okc.gov/careers. Submissions via regular mail, email, fax, or hand-delivery are not accepted.



Q: Am I required to attach a resume and a cover letter?

A: Not unless it is specifically mentioned in the vacancy announcement. However, you are required to answer application questions that are based on the job requirements. Your responses should be thorough and directly supported by the work history and details provided in your application.

Q: What is the deadline to apply for a job?

A: Most vacancy announcements include specific opening and closing dates and times. Applications will not be accepted after the listed closing date and time.

Occasionally, some positions may be posted as “open until filled.” For such postings, a “first consideration” date is often included on the vacancy announcement. Applications submitted before this date will be reviewed first. After this date, applications may still be considered, depending on various factors. If a job is labeled “open until filled” with a “first consideration” date, it’s recommended you submit your application by that date.

Q: Can I modify my application after the closing date/time specified on the vacancy announcement?

A: No. Once your application is submitted, it is locked and cannot be edited after the vacancy announcement closes. If the vacancy announcement is still open, you can reapply for the position with an updated application. The latest submission will be considered. However, once the posting has closed, no changes or updated applications can be accepted.



Q: How will I know whether I am being considered for the job?

A: After applying, you can periodically check your application status:

- Visit okc.gov/careers and click *Career Opportunities Open to the Public*.
- Sign in to your account using your email address.
- You'll need to verify your identity by accessing your email to retrieve a verification code.

Once verified, click *My Applications* to view the status of each application.

Q: Can I apply for a position shown as "Open to City of Oklahoma City Employees Only"?

A: When the vacancy announcement specifies the position is "Open to City of Oklahoma City Employees Only," that means it is an internal posting. Only those who are currently employed by the City of Oklahoma City municipal government will be considered.

Q: Can I apply for more than one job?

A: Yes. You can apply for positions for which you meet the eligibility criteria and feel qualified.

Q: When is the Career Opportunities list updated?

A: The list may be updated as frequently as every business day. You are encouraged to *Sign up for our Talent Community and Career Alerts* at www.okc.gov/careers to receive email notifications of openings for positions of interest.



Q: I submitted my application and immediately received notification my application is “no longer under consideration.” What does this mean?

A: This means your responses to the Application Questions did not demonstrate possession of the skills, education, experience, licensure, etc., required for the job. The Talent Acquisition team reviews disqualifications to ensure applicants have not been disqualified in error. Once disqualified, you will no longer be considered for that job posting, even if you submit another application.

Q: If I am determined to meet the minimum qualifications for the position, what can I expect next?

A: Next steps depend on the position. Hiring managers review applications and determine who will interview for management positions. They will contact you directly if you are selected to interview. For general represented positions, the Talent Acquisition team will contact you to schedule you for a monitored interview board, written test, or job simulation.

Q: How can an individual request a reasonable accommodation?

A: An individual with a disability may request a reasonable accommodation at any time during the application or employment process, or during the period of employment by advising the Talent Acquisition team member assigned to the selection process or by contacting the Talent Acquisition and Development Division at 405-297-2530.

Q: How does veteran’s preference apply in the selection process?

A: For general represented positions, honorably discharged veterans of the United States Active Duty Armed Forces, National Guard and Reserve Forces who are not currently employed full-time by the City of Oklahoma City receive five points added to a passing (70 percent or better) score on an initial selection process provided they upload a copy of their DD Form 214 or NGB Form 22 indicating discharge type/character of service at the time of application. For management positions, demonstration of veteran’s preference results in an interview for the position.



Q: What is involved in a conditional offer?

A: If you are selected for hire, you will receive an official offer of employment letter via the applicant tracking system. You will receive an email notification of receipt of the letter, and you will need to accept the offer in the system. The offer is contingent upon the completion of a background investigation, physical examination, and a drug test (if applicable depending on the position).

Q: What is involved in a background check?

A: The background check process varies based on the job. Key components include:

- **Criminal History Checks:** Conducted for all new hires, including records checks with the Oklahoma State Bureau of Investigation, Oklahoma City Municipal Court, and a third-party consumer reporting agency, TruView. Civilian employees of the Police and Airports Departments undergo more extensive checks. Felony convictions do not automatically disqualify candidates. Records are reviewed on a case-by-case basis, considering factors like relevance to the position, nature of the work, and recency of the conviction.
- **Jobs Requiring Licensure:** For positions requiring commercial driver licenses, background investigations comply with Federal Motor Carrier Safety Administration regulations. Motor Vehicle Report checks are required for positions requiring commercial or non-commercial driver licenses.
- **Physical Examinations:** Required for jobs involving physical demands such as lifting, pushing, pulling, or carrying 25 pounds or more. Physical exams are conducted at the City's Occupational Health Clinic.



- **Drug Testing:** Mandatory for safety-sensitive positions and those requiring driver licensure. Drug tests are administered by SSM Health-St. Anthony's, the City's contracted partner.
- **Cyber Security Sensitive Positions:** These require a CJIS III fingerprint records check.
- **Minors:** Parental or legal guardian consent is required before conducting background checks for individuals under 18 years of age.

Q: Are all former employees eligible for rehire?

A: No. To participate in any selection process, former employees must be eligible for rehire. If you were formerly employed by the City of Oklahoma City and are unsure of your rehire status, please contact the Talent Acquisition and Development Division at (405) 297-2530.

Q: Who can access my application if I use the online hiring process?

A: Your application information is stored on a secure web server. The Talent Acquisition team and the hiring department for the position you applied for are authorized to review your application. The City does not share its database with other companies or localities.

Q: Will I automatically be considered for other positions if I've already submitted an application?

A: No. You need to submit a separate application for each position of interest to you.



Q: Will I be informed if I'm disqualified from consideration?

A: Yes. You will receive an email notification if you are disqualified. To stay updated on your application status, visit okc.gov/careers and click on *Career Opportunities Open to the Public*. Sign in using your email address, verify your identity by retrieving a verification code from your email, and then navigate to *My Applications* to view the status of each application.

Q: If I get a job with the City, what benefits are offered?

A: The City offers competitive pay along with a comprehensive benefits package. For detailed information, explore the [Benefits Overview](#).

Q: What should I do if my question isn't addressed here?

A: If you have further inquiries, feel free to contact us Monday through Friday, 8:00 a.m. to 5:00 p.m. Reach us by phone at (405) 297-2530, by email at Careers@okc.gov, or visit us in person at 420 W. Main St., Suite 110. We're here to help!

Our Mission Statement:

The mission of the City of Oklahoma City is to provide exceptional service to residents and visitors. We do this by ensuring the safety of the public, delivering quality services, and maintaining infrastructure to support the growth of the City.

Our Vision Statement:

Oklahoma City seeks to further progress as a vibrant, diverse, safe, unified and welcoming community.

Our Core Values:

ONE CITY, ONE TEAM

SERVICE FIRST | RESPECT ALWAYS | OWN THE OUTCOME | KEEP GETTING BETTER

