HOW TO APPLY for 9-1-1 Emergency Call Taker & Dispatcher
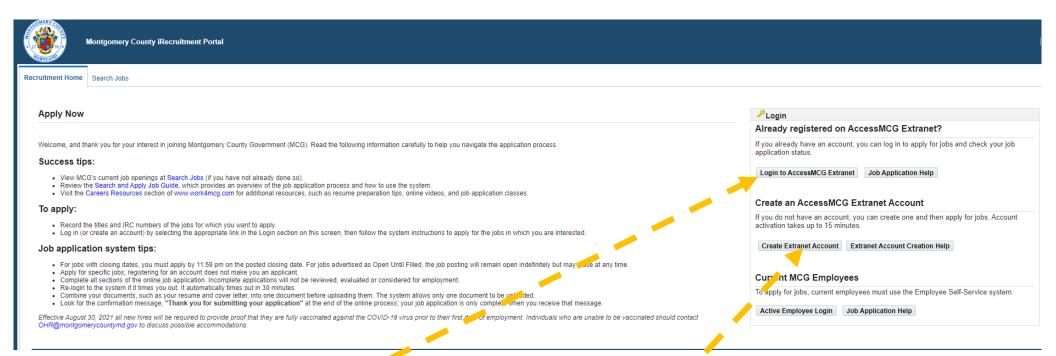
Website to Apply: https://ex12.montgomerycountymd.gov/irec_home/irec_home.htm

Montgomery County iRecruitment Portal

Recruitment Home | Search Jobs

Apply Now

Welcome, and thank you for your interest in joining Montgomery County Government (MCG). Read the following information carefully to help you navigate the application process.

Success tips:

- View MCG's current job openings at Search Jobs (if you have not already done so).
- Review the Search and Apply Job Guide, which provides an overview of the job application process and how to use the system.
- Visit the Careers Resources section of www.work4mcg.com for additional resources, such as resume preparation tips, online videos, and job application classes.

To apply:

- Record the titles and IRC numbers of the jobs for which you want to apply.
- Log in (or create an account) by selecting the appropriate link in the Login section on this screen, then follow the system instructions to apply for the jobs in which you are interested.

Job application system tips:

- For jobs with closing dates, you must apply by 11:59 pm on the posted closing date. For jobs advertised as Open Until Filled, the job posting will remain open indefinitely but may close at any time.
- Apply for specific jobs; registering for an account does not make you an applicant.
- Complete all sections of the online job application. Incomplete applications will not be reviewed, evaluated or considered for employment.
- Re-login to the system if it times you out. It automatically times out in 30 minutes.
- Combine your documents, such as your resume and cover letter, into one document before uploading them. The system allows only one document to be uploaded.
- Look for the confirmation message, **"Thank you for submitting your application"** at the end of the online process; your job application is only complete when you receive that message.

Effective August 30, 2021 all new hires will be required to provide proof that they are fully vaccinated against the COVID-19 virus prior to their first day of employment. Individuals who are unable to be vaccinated should contact OHR@montgomerycountymd.gov to discuss possible accommodations.

Login

Already registered on AccessMCG Extranet?

If you already have an account, you can log in to apply for jobs and check your job application status.

Login to AccessMCG Extranet | Job Application Help

Create an AccessMCG Extranet Account

If you do not have an account, you can create one and then apply for jobs. Account activation takes up to 15 minutes.

Create Extranet Account | Extranet Account Creation Help

Current MCG Employees

To apply for jobs, current employees must use the Employee Self-Service system.

Active Employee Login | Job Application Help

If you already have an account, click here to log in.

If you do not have an account, click here to create the account, and then log in.

iRecruitment

Recruitment Home | **Search Jobs**

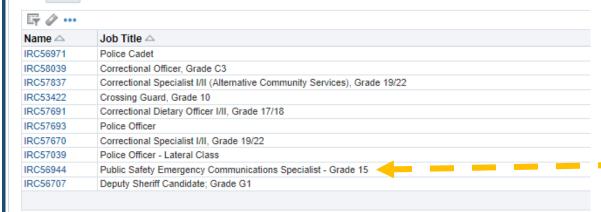**Available Jobs** | Jobs Applied For

Current Job Openings

Search

To view current job openings:

- Click the Search button to view up to 10 jobs at a time. Click "Next 10" to page through all openings.
- Search available jobs by using the Keywords, Job Category, and Date Posted fields.
- Sort columns by using the arrows at the top of each column header, such as Job Title and Location.
- View specific jobs by clicking the IRC number in the Name column.

To view executive positions: Visit Executive Level Positions for current openings and the application process.

Ready to apply? In the Name column, click the IRC number of the job for which you want to apply. Then, click the Apply Now button.

Keywords (example: Marketing Java DBA) [   ]

Job Category
| Clerical/Administrative |
| General Professional |
| Health and Social Services |
| Information Technology |
| Managerial Executive |
| Montgomery County Government Employees Only |
| Public Safety |
| Temporary/Seasonal/Substitute |

Date Posted [All ▾]

[Search]
[Clear]

Name	Job Title	Organization Name
No search conducted.		

After you log in, click "search jobs"

Select "Public Safety"

Click "Search"

Recruitment Home | **Search Jobs**

Available Jobs | Jobs Applied For

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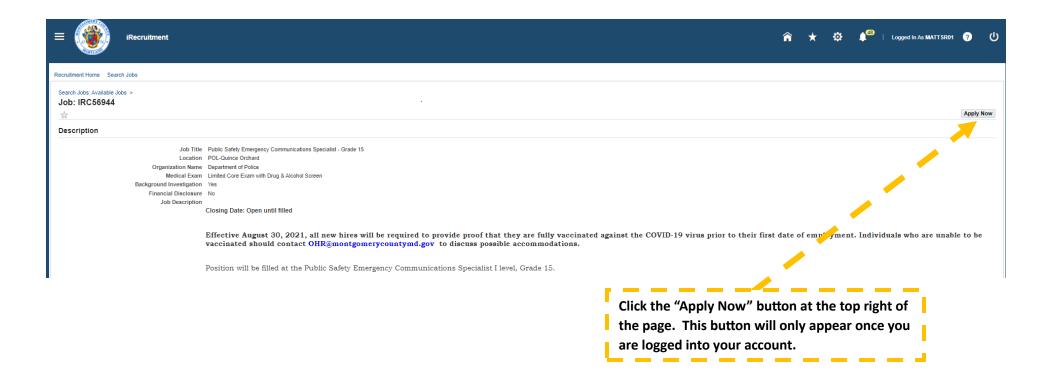- View specific jobs by clicking the IRC number in the Name column.

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Clerical/Administrative
General Professional
Health and Social Services
Information Technology
Managerial Executive
Montgomery County Government Employees Only
Public Safety
Temporary/Seasonal/Substitute

Date Posted All

[Search]
[Clear]

Name △	Job Title △
IRC56971	Police Cadet
IRC58039	Correctional Officer, Grade C3
IRC57837	Correctional Specialist I/II (Alternative Community Services), Grade 19/22
IRC53422	Crossing Guard, Grade 10
IRC57691	Correctional Dietary Officer I/II, Grade 17/18
IRC57693	Police Officer
IRC57670	Correctional Specialist I/II, Grade 19/22
IRC57039	Police Officer - Lateral Class
IRC56944	Public Safety Emergency Communications Specialist - Grade 15
IRC56707	Deputy Sheriff Candidate; Grade G1

Click the blue link on this line for Public Safety Emergency Communications Specialist.

Click the "Apply Now" button at the top right of the page. This button will only appear once you are logged into your account.

You will then follow the necessary steps to complete the brief online application which includes attaching your resume. Once you apply, your application will be reviewed and then you will be emailed with the next step in the application process.