



## Hidalgo County Commissioners' Court

**Ramon Garcia**  
*County Judge*

**A. C. Cuellar, Jr.**  
*Commissioner, Precinct 1*

**Hector "Tito" Palacios**  
*Commissioner, Precinct 2*

**Joe M. Flores**  
*Commissioner, Precinct 3*

**Joseph Palacios**  
*Commissioner, Precinct 4*

## OFFICE OF HIDALGO COUNTY JUDGE RAMON GARCIA

### Public Affairs Division

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*Director*

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## HIDALGO COUNTY TO TRANSITION TO ONLINE JOB APPLICATIONS

FOR IMMEDIATE RELEASE  
WEDNESDAY, DECEMBER 5, 2013

**Edinburg, Texas** – The Hidalgo County Human Resources Department is improving its hiring process and making it easier and more convenient to apply for jobs at Hidalgo County. Beginning in the new year, all applications for employment with Hidalgo County must be submitted via the online job portal. Paper applications will no longer be accepted by the HR department.

The online job applications will be managed through the county's current website provider CivicPlus. Using this technology, HR and other departments will manage online records to expedite hiring and provide even greater accountability when selecting new employees.

Currently, prospective job applicants must print out a paper application, fill it out and deliver it to the HR department for each position sought. This new system will eliminate those steps by streamlining the job search and application process, allowing candidates to submit applications electronically. Job seekers will be able to quickly apply for County positions via the website [www.co.hidalgo.tx.us/jobs](http://www.co.hidalgo.tx.us/jobs). Candidates can apply for current vacancies and even select an option to be notified of openings that become available within their area of interest. An email address is required for submitting an application, and email will be the primary means of communication between the County and the applicant during the selection process.

Applications will be screened based on the requirements of the job description for the open position, allowing hiring managers to more effectively sort through a pool of applicants and more easily select the most qualified candidates. This online system will also provide job seekers with electronic confirmation e-mails that their applications was accepted, if they are eligible for an interview or if they did not qualify for the position.

The switch to online job applications will be a major change in the job application process, and Hidalgo County officials want all residents and interested applicants to be aware of the new procedures and requirements. Certain positions require special documentation such as transcripts, certificates, or licenses, for example; these documents must be attached electronically to the online application before the application is considered. Failure to include all documentation that is required will render the application incomplete and the applicant may not be considered for employment.

"We are excited to provide this new and convenient option to prospective applicants seeking employment with the County," stated Human Resources Director Esther Cortez.

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"With the controls of this new system, the County will also benefit by ensuring that the most qualified applicants are introduced into our workforce," she continued.

Chief Information Officer Renan Ramirez added, "The new technology will reduce cost and administrative man hours spent cataloging and scanning application information, making this transition convenient to applicants and cost-effective for the County."

The online application system will go into effect in January 2014, at which point the Human Resources Department will no longer be accepting walk-in paper applications.

For questions, please call the Human Resources Department at 956-318-2660.

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