If you are already an Ottawa County employee, and you would like to apply for an internally posted position, you will need to apply through the website: www.governmentjobs.com/careers/miottawa
2. To view internally posted positions, click on the menu in the upper left-hand corner, and select Internal Only Opportunities.
3. Click on a job from the list to view the description. If you are interested in applying for the position, click the Apply button in the upper right-hand corner.

4. If you already have a NeoGov account, complete your login information to login and apply. If you do not already have a NeoGov account, you must create one before you can apply for the position. Click on the Create an account link to create a new NeoGov account.
5. To create an account, enter your preferred email, a user name and a password, and then click on the Create button.
6. Once you have created your account, follow the steps to import your resume, cover letter, etc. and then complete each of the information tabs.

7. Once you have created this account, your information will be saved to your profile and will be able to be used for future applications. If you have questions regarding your account, please refer to NeoGov’s help and support guide here. *Please note, Ottawa County’s Human Resources Department is unable to reset your username or password as this is all done through the NEOGOV support guide listed above.