

EMPLOYMENT

Read these instructions first, then see below for the specifics on the job you are pursuing.

1. A complete Employment Application is REQUIRED for ALL employment with the City of Ocean Springs. A résumé is accepted only as a supplement to the completed Application.
2. Read each job posting carefully, as some positions have additional requirements or instructions.
3. Applications are accepted for any specific position or test, even when no vacancies exist. We encourage you to check this page regularly for active recruiting announcements.
4. Some vacancies will not be advertised, as they are filled through our regularly scheduled tests. In order to receive the scheduled test dates and requirements, submit your completed Employment Application to Human Resources.
5. A scheduled test does NOT necessarily mean that we have a vacancy in that position. Police Officer, General Service Officer, Firefighter, Dispatcher, and Clerical are tested positions.
6. Employment Applications remain active for 12 months from date of receipt.

Testing for Police Officer – No deadline for Applications, but your Application must be received no later than the day before a scheduled test in order to qualify for that test date. The Police Officer test is given several times a year on a quarterly schedule, even if there are no vacant positions. If a position becomes vacant, we hire from the eligibility list of tested applicants. There is a physical fitness test and a written test. The written portion of the test is required even for certified officers. In order to receive the scheduled test dates and requirements, submit your completed Employment Application to Human Resources.

Testing for General Service Officer – No deadline for Applications. The General Services Officer test is given several times a year on a quarterly schedule, even if there are no vacant positions. If a position becomes vacant, we hire from the eligibility list of tested applicants. The General Services Officer test may consist of reasoning skills, reading comprehension, visual comprehension, and attention to detail. In order to receive the scheduled test dates and requirements, submit your completed Employment Application to Human Resources.

Testing for Dispatcher – No deadline for Applications. The Dispatcher test is given several times a year on a quarterly schedule, even if there are no vacant positions. If a position becomes vacant, we hire from the eligibility list of tested applicants. The Dispatcher test may consist of reading comprehension, following instructions, situational judgment, reasoning ability, and the ability to learn and apply knowledge. In order to receive the scheduled test dates and requirements, submit your completed Employment Application to Human Resources.

Testing for Firefighter – Firefighter testing is not scheduled at this time, but is offered several times year. The Application deadline and test date will be announced once scheduled. If a position becomes vacant, we hire from the existing eligibility list of tested applicants. There is a physical agility test and a written test. In order to receive the scheduled test dates and requirements, submit your completed Employment Application to Human Resources.

Testing for Clerical – Clerical testing is not scheduled at this time, but is offered about once a year. The Application deadline and test date will be announced once scheduled. If a position becomes vacant, we hire from the existing eligibility list of tested applicants. In order to receive the scheduled test dates and requirements, submit your completed Employment Application to Human Resources.

HOW TO SUBMIT YOUR COMPLETED APPLICATION

Apply Online

By Mail

City of Ocean Springs Human Resources
P.O. BOX 1800
Ocean Springs, MS 39566-1800

In Person

City of Ocean Springs
1018 Porter Avenue
Ocean Springs, MS

Questions? Call Human Resources at 228-872-3338.

Due to the number of applications received, the City is unable to update applicants individually during the selection process. Only applicants of interest will be contacted.

EQUAL EMPLOYMENT OPPORTUNITY

The City of Ocean Springs is an Equal Opportunity Employer. It is the policy of the City of Ocean Springs to provide equal employment opportunity to persons without regard to race, color, national origin, ancestry, political affiliation or beliefs, religious affiliation or beliefs, sex, age, disability status, marital status, or any other status protected under local, state, or federal laws.