



# Superior Court of Arizona

## Pinal County

Welcome to the Superior Court in Pinal County's application process!

You can search our [current employment opportunities](#) and apply online by clicking on the job title you are interested in and clicking on the "Apply" link.

If this is the first time you are applying using our new online system or if you do not already have a NeoGov or GovernmentJobs.com login, you will need to create an account ([Create An Account](#)) and build an application that can be saved and used to apply ([Apply for a Job](#)) with any organization using the NeoGov system.

You are encouraged to check your application status within the NeoGov system ([Check Application Status](#)). All applications must be submitted through our online application system, paper applications will not be accepted.

Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.

If you experience any technical issues submitting an application or creating a login, please contact NeoGov's Applicant Support Team. They are available at 855-524-5627 (toll-free) Monday through Friday 6:00am to 6:00pm Pacific Time excluding major holidays.

There are [FAQ's](#) on the GovernmentJobs.com website that may address some common questions related to user names and passwords in addition to explaining commonly asked questions about the [online application process](#).

### Helpful hints and Tips:

- **It is important that your application show all the relevant education and experience you possess. Do not type "see resume"** in these fields. Applications may not be considered if incomplete.
- If you were unable to submit an application before the closing date, you can no longer apply for the position.
  - **You cannot apply for positions that are closed.** If you started an application prior to the closing date, and did not submit it, you will not be able to submit that application.

**It is important you thoroughly read the job announcement as well as the "Instructions" and the "Supplemental Questions" section.**

- Supplemental Questions will be related to your specific experience, job requirements and may direct you to upload any attachments required by the hiring department.

- If you made an error on a submitted application, including in any answer to a supplemental question, you cannot make changes once you certify and submit the application.
- If you forgot to add an attachment you cannot make changes once you certify and submit the application.
- If you want to update your application you can re-apply for the position, if the position has closed you cannot reapply to make changes.
  - If you receive an error message when resubmitting your application that does not allow you to apply again it is because you have not satisfied the waiting period to re-submit an application for the position. Generally this is a 5-day period for positions within the Superior Court.
- You can check the status of your submitted application by logging into your account and clicking on “Applications & Status.”
  - The general timeframe to fill a position is 6 – 8 weeks, please be patient if your status doesn’t change quickly if you have been placed on the eligibility-referred list.
- You can call or [email](#) Superior Court HR with any questions you may have related to the recruitment process; the Court HR department handles recruitments for departments of the Superior Court, excluding the Clerk of the Superior Court.
  - Questions related to recruitments in the Clerk’s Office, Justice Courts or any other department of Pinal County should be directed to the [Pinal County Human Resources Department](#).

*The Superior Court in Pinal County is an Equal Opportunity Employer and values diversity at all levels of the workforce. During the selection process any applicant requiring accommodation for a disability should advise the Court Human Resources Department.*