

Signing Up for Notification of Job Openings

Go to the City of Marshalltown website.

<https://www.marshalltown-ia.gov/>

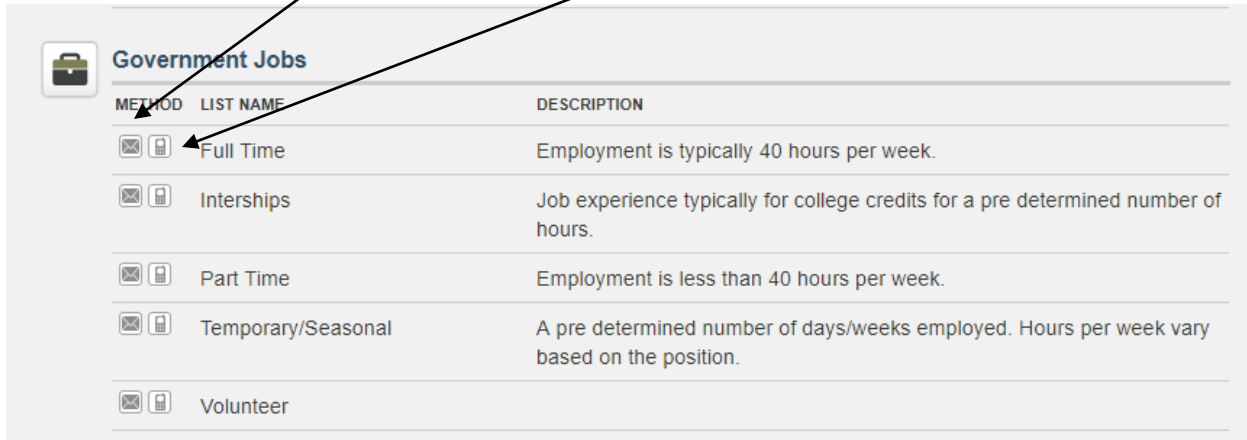












Click on the Notify Me box.

This box will pop up. Insert your email address and click on the Sign In box.

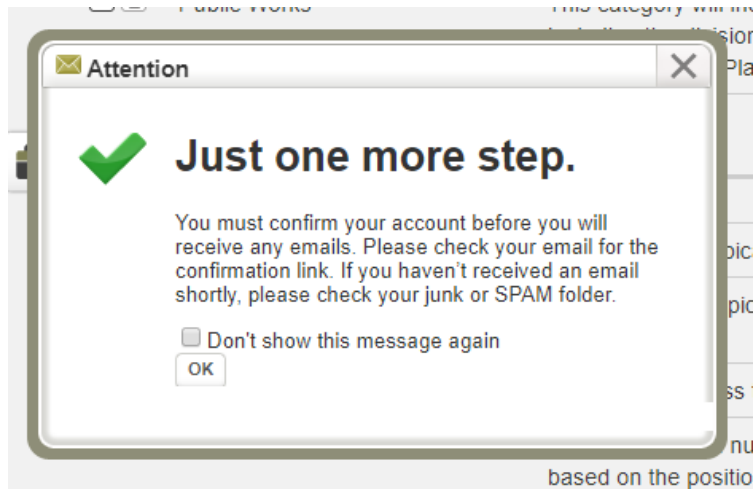
The image shows a "Notify Me" pop-up form. At the top left is an envelope icon. The title "Notify Me®" is in blue. Below it are three instructions: "1. Type your email address in the box and select Sign In.", "2. If you want to receive text messages enter your phone number and select Save.", and "3. To subscribe or unsubscribe click [envelope icon] and/or [phone icon] next to the lists to which you wish to subscribe/unsubscribe." Below the instructions is a large orange heading: "Please sign in to subscribe, unsubscribe, or manage your subscriptions". Underneath is a text input field labeled "Email Address". At the bottom left is a "Sign In" button. Arrows from the text above point to the "Sign In" button and the "Email Address" field.

Scroll down to the Government Jobs section. Click on the type of positions you want notified when they get posted. You can get email notifications or text message notifications.



METHOD	LIST NAME	DESCRIPTION
 	Full Time	Employment is typically 40 hours per week.
 	Interships	Job experience typically for college credits for a pre determined number of hours.
 	Part Time	Employment is less than 40 hours per week.
 	Temporary/Seasonal	A pre determined number of days/weeks employed. Hours per week vary based on the position.
 	Volunteer	

This box will pop up. Click OK.



Check your emails. Once you click on the link in the email – you will begin receiving notifications when the selected jobs are posted.

listserv@civicplus.com <listserv@civicplus.com>

 to me ▾

Please confirm your new subscription

Your subscription to the list below has not yet been confirmed. Please click on this link to verify your email address and start receiving emails.

<https://www.marshalltown-ia.gov/list.aspx?mode=Subscribe&code=c8e07ab9-5a90-4aa9-94cd-2a043721d915>

If clicking the link doesn't work, please copy and paste the link into your browser.

Unconfirmed List:

Full Time