



County of Saginaw Applicant Access User Guide

Visit the job portal at: <https://saginawcountymi.tylerportico.com/tess/citizen/jobs/job-list/>

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Applicant Access | Saginaw County Sign In

Employment opportunities

Launch a Career that Matters

Every day, Saginaw County employees improve the lives of hundreds of their neighbors. The County has more than 500 employees, each with a skill set that enables them to build a meaningful career while also serving the public good.

Employment Opportunities at Saginaw County Government

Saginaw County is dedicated to enhancing the quality of life of our community in a respectful, efficient and fiscally responsible way by providing the highest quality of services. We offer career opportunities in IT, legal services, finance, health services, administration, parks, public safety and more. We are always seeking individuals to join us in our work to improve the lives of our county's residents.

Saginaw County values treating others with kindness, demonstrating accountability, cultivating a culture of innovation and inclusion, engaging others through open communication and demonstrating appreciation of others by visibly being present.

What You Need to Know About Applying...

- Applications and resumes are accepted for posted positions only; unsolicited employment applications and/or resumes are not kept on file.
- The County will honor all language within its collective bargaining agreement as it relates to postings. Such language may require certain job vacancies to be posted first for unit members. Some postings may also be made simultaneously internally and to the public. Applications must be submitted electronically and received no later than 11:59 PM EST on the posting end date for each specific position.
- Application materials are screened by the Human Resource Department, those applicants who meet the minimum qualifications are referred to the hiring department for further review and consideration. Hiring departments will contact an applicant directly if they are selected for an interview.

The HR Department conducts a criminal background and motor vehicle record (MVR) check of all selected candidates. All job offers are conditional upon a review of the results of that criminal background and MVR check, successfully passing a pre-employment physical and drug screen (marijuana is included), provision of educational document(s)/transcripts from accredited institution(s), other reference checks, employment and professional license verifications and any position specific backgrounds checks.

Saginaw County is an equal opportunity employer. Saginaw County prohibits discrimination against any person in any aspect of personnel administration because of race, religion, color, national origin, age, sex (including pregnancy), height, weight, marital status, disability, genetic information or any other protected class/classification as designated by Federal or State law.

It is fulfilling work – Come join us!

[Hide instructions](#)

What do you want to do? Filter

LEGAL SPECIALIST I - CLERK'S OFFICE

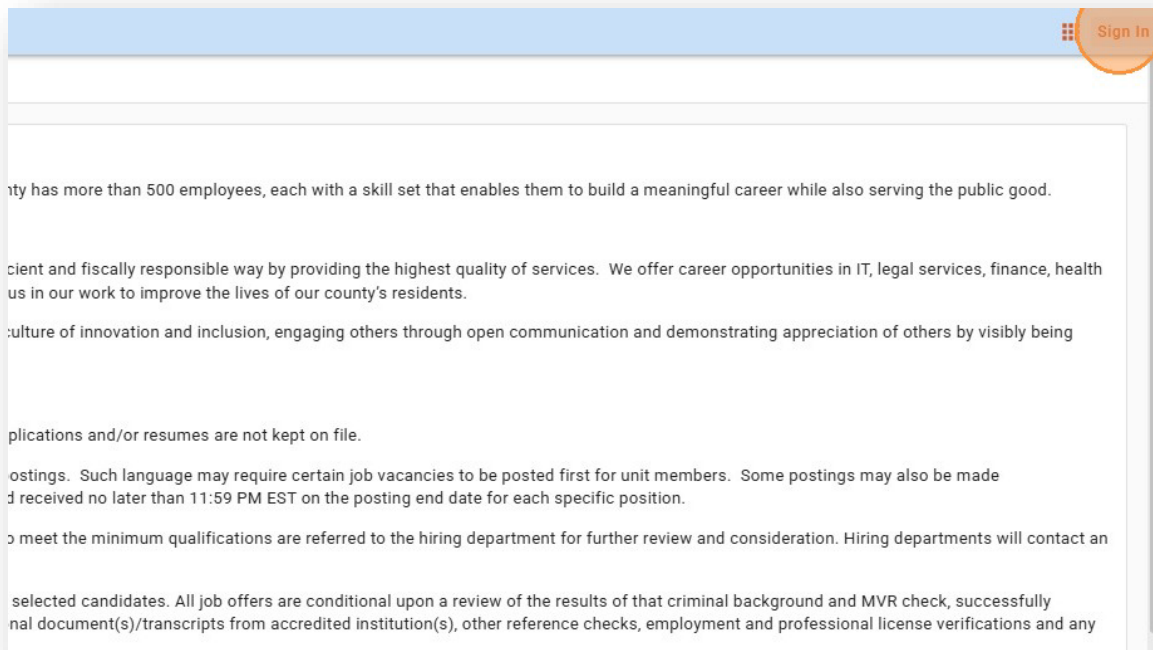
Posting start & end date
04/27/2026 - INTERNAL & EXTERNAL
05/11/2026

KITCHEN ASSISTANT

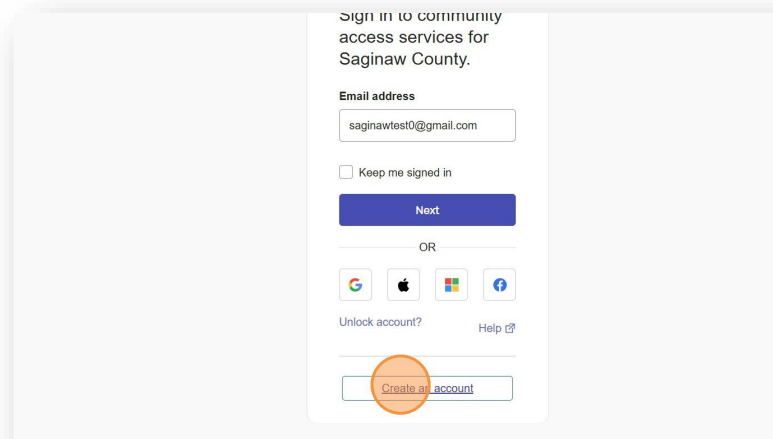
Posting start & end date
04/27/2026 - INTERNAL & EXTERNAL
12/31/9999

Registration


1. Click "Sign In"



2. Click "Create an account"



3. Fill out the account creation form with your email, name, and mobile number



Create an account

Fields are required unless marked optional.

Email

First name

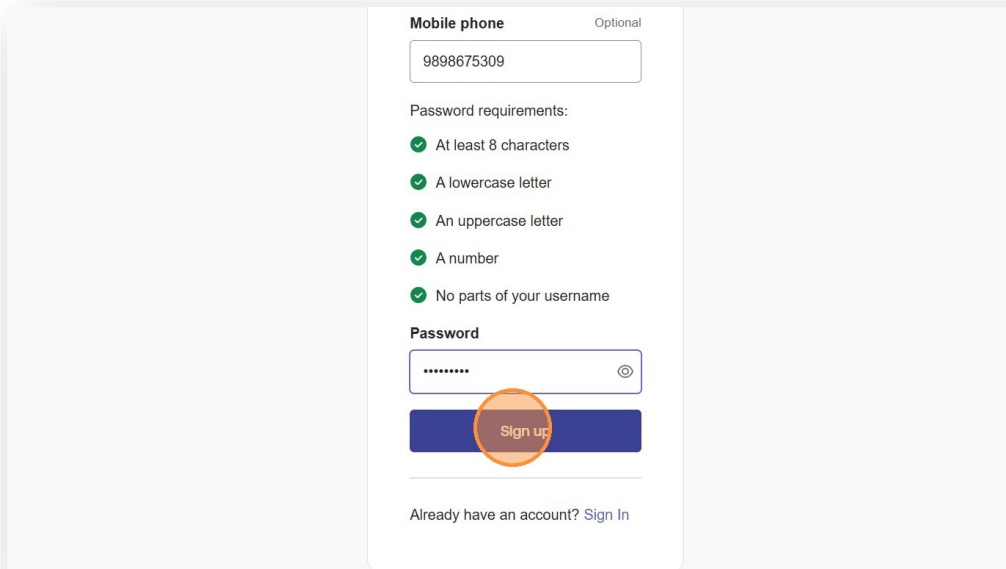
Last name

Mobile phone Optional

Password requirements:

- × At least 8 characters
- × A lowercase letter
- × An uppercase letter

4. Create a password and click "Sign up"

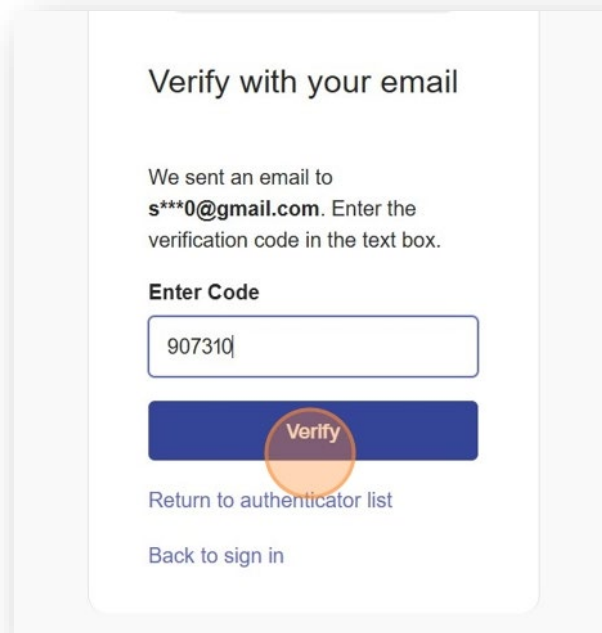


The screenshot shows a sign-up form with the following elements:

- Mobile phone** (Optional): A text input field containing the number 9898675309.
- Password requirements:** A list of five criteria, each with a green checkmark:
 - At least 8 characters
 - A lowercase letter
 - An uppercase letter
 - A number
 - No parts of your username
- Password:** A text input field with masked characters (dots) and a visibility toggle icon.
- Sign up:** A blue button with the text "Sign up", which is circled in orange.
- Already have an account? [Sign In](#)**: A link at the bottom of the form.

Identity Verification

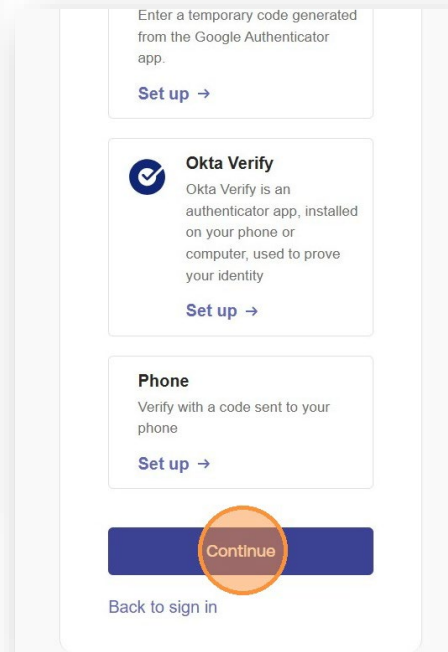
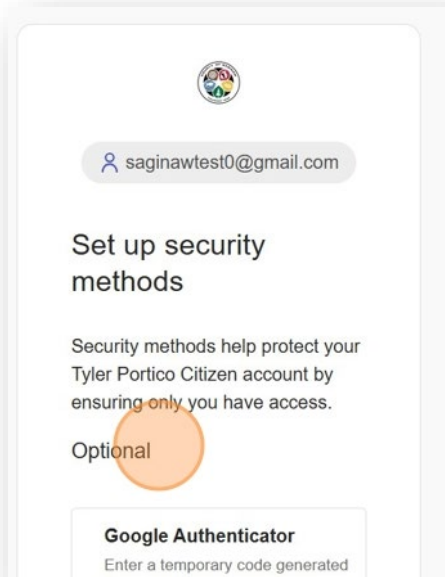
5. Navigate to your email where you'll find a verification code from Community Access Identity. Add the verification code and click "Verify"



The screenshot shows an email verification screen with the following elements:

- Verify with your email:** The main heading.
- We sent an email to s***0@gmail.com. Enter the verification code in the text box.** Instructional text.
- Enter Code:** A text input field containing the code 907310.
- Verify:** A blue button with the text "Verify", which is circled in orange.
- [Return to authenticator list](#)**: A link below the button.
- [Back to sign in](#)**: A link at the bottom of the screen.

6. **(Optional)** – Set up a security method or click "Continue"



Navigating Applicant Access

You can "Hide instructions" to expand the job list view.

The screenshot shows the top portion of the Applicant Access interface. It includes a list of instructions for applicants, a paragraph about HR Department checks, and a statement of Saginaw County's equal opportunity policy. At the bottom of this section, there is a blue button labeled "Hide instructions" which is circled in orange. Below the instructions is a search bar with the placeholder text "What do you want to do?" and a "Filter" button.

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It is fulfilling work – Come join us!

Hide instructions

Click a job posting from the list on the left to open more information about the job and the Apply link.

The screenshot shows the Applicant Access page for Saginaw County. The top navigation bar includes the Saginaw County logo and the text "Applicant Access | Saginaw County". Below this is a search bar with the placeholder text "What do you want to do?" and a "Filter" button. The main content area is divided into two columns. The left column contains a list of job postings, including "LEGAL SPECIALIST I - CLERK'S OFFICE", "KITCHEN ASSISTANT", and "DETENTION YOUTH CARE SPECIALIST-MALE DESIGNATED". The right column shows a detailed view of the "DRIVER II - PASSENGER TRANSPORTATION" position, which is circled in orange. This view includes the posting start and end date, a "Share" button, and an "Apply" button. Below this is a table with job details and a "Position Description" section.

LEGAL SPECIALIST I - CLERK'S OFFICE
Posting start & end date 04/27/2026 - INTERNAL & EXTERNAL 05/11/2026

KITCHEN ASSISTANT
Posting start & end date 04/27/2026 - INTERNAL & EXTERNAL 12/31/9999

DETENTION YOUTH CARE SPECIALIST-MALE DESIGNATED
Posting start & end date 04/27/2026 - INTERNAL & EXTERNAL 12/31/9999

DRIVER II - PASSENGER TRANSPORTATION
Posting start & end date 04/21/2026 - 12/31/9999

Share Apply

Type	Salary Range	Job Family
INTERNAL & EXTERNAL	\$13.73-\$13.73	ON-CALL
Location	Group	
COMMISSION ON AGING	CASUAL/TEM	

Position Description

General Definition of Work:

Commission on Aging is currently seeking an on-call Driver II, with availability Monday-Friday 8:00am-5:00pm, no weekend requirements. Up to 19 hours per week could be scheduled but not guaranteed.

This position transports senior passengers from their residence to various community facilities, medical appointments, recreational activities, and essential

DRIVER II - PASSENGER TRANSPORTATION
 Posting start & end date 04/21/2026 - 12/31/9999

Share Apply

INTERNAL & EXTERNAL	Salary Range \$13.73-\$13.73	Job Family ON-CALL
Position	Group MISSION ON AGING	CASUAL/TEM

Position Description

General Definition of Work:

Mission on Aging is currently seeking an on-call Driver II, with availability Monday-Friday 8:00am-5:00pm, no weekend requirements. Up to 19 hours per week to be scheduled but not guaranteed.

This position transports senior passengers from their residence to various community facilities, medical appointments, recreational activities, and essential errand trips.

Essential Functions:

Operates wheelchair lift mechanism. Assists passengers in and out of vehicle and with personal items such as coats, hats, mobility aides, etc. Assists

- The pages to complete are listed along the left. If any are RED go back and correct any errors.
- If a required field does not apply to your situation, list N/A.
- Some sections have an optional Add Another button to add additional records.

Applicant Access | Saginaw County

← DRIVER II - PASSENGER TRANSPORTATION

APPLICATION PE... HIGH SCHOOL

Fields marked with an asterisk (*) are required

EDUCATION

Please answer all required fields. *Verification of educational credentials (sent directly from the educational institution) will be required upon offer of employment.*

If a required field does not apply to your situation, list N/A.

High School

HIGH SCHOOL 1

* HIGH SCHOOL NAME 0 / 50

* HIGH SCHOOL CITY/STATE 0 / 50

DID YOU GRADUATE?

+ Add another

COLLEGE EDUCATION

Colleges/Universities attended (including Undergraduate and Graduate)

COLLEGE EDUCATION 1

SCHOOL NAME

To navigate between pages, use the Next, Previous and Save buttons along the bottom of each Page.

A screenshot of a web form page. At the top left, there is a dropdown menu with the text "ERAN?". Below this is a section titled "TY STATEMENT" containing a paragraph of text: "or she has a disability in one of three ways: (1) A person has a disability if he or al condition that substantially limits a major life activity (such as walking, talking, or operation of a major bodily function). (2) A person has a disability if he or she (such as cancer that is in remission). (3) A person has a disability if he or she is oyment action and is believed to have a physical or mental impairment that is not ted to last six months or less) and minor (even if he or she does not have such an". Below the text is another dropdown menu with the text "PERSON?". Further down is a section titled "OUT THE JOB?" with a dropdown menu. At the bottom of the form, there are three buttons: "Save", "Previous", and "Next". The "Next" button is highlighted with a red circle.

Click "Review and submit" to confirm application details.

A screenshot of an application form. On the left side, there is a sidebar with a list of steps: "APPLICATION - W...", "APPLICATION-PE...", "APPLICATION - A...", "HUMAN RESOURC...", and "Review and submit". The "Review and submit" step is highlighted with a red circle. The main content area is titled "EDUCATION" and contains the following text: "Please answer all required fields. Verification of educational credentials (sent directly from the educational institution) will be required upon offer of employment." and "If a required field does not apply to your situation, list N/A." Below this is a section titled "High School" with a sub-section "HIGH SCHOOL 1" and a trash icon. There are two input fields: "* HIGH SCHOOL NAME" with the value "Swan Valley" and "* HIGH SCHOOL CITY/STATE" with the value "Saginaw, MI". Below these is a dropdown menu for "DID YOU GRADUATE?" with the value "YES". At the bottom of the section is a button "+ Add another". Below the "High School" section is a section titled "COLLEGE EDUCATION" with a sub-section "Colleges/Universities attended (including Undergraduate and Graduate)" and a sub-section "COLLEGE EDUCATION 1" with a trash icon.

TELEPHONE	EMAIL
989-777-7777	n/a

TELEPHONE	EMAIL
989-777-7777	n/a

Submit application

Are you sure you wish to submit this application?

YOUR FULL NAME	APPLICATION DATE
	4/28/2026

POSITION APPLIED FOR:	HISPANIC OR LATINO
n/a	No

AMERICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER
No	No	No

RACES	GENDER	ARE YOU A MILITARY VETERAN?
	n/a	n/a

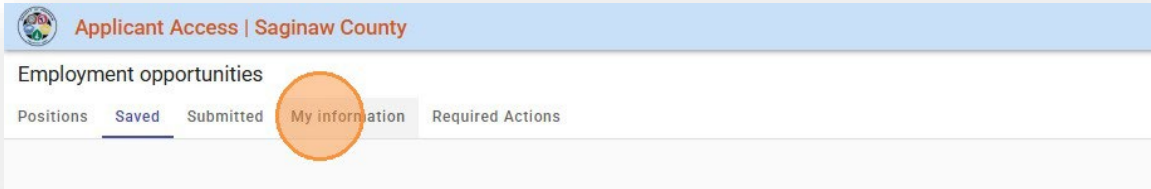


Your application for the DRIVER II - PASSENGER TRANSPORTATION position has been submitted.

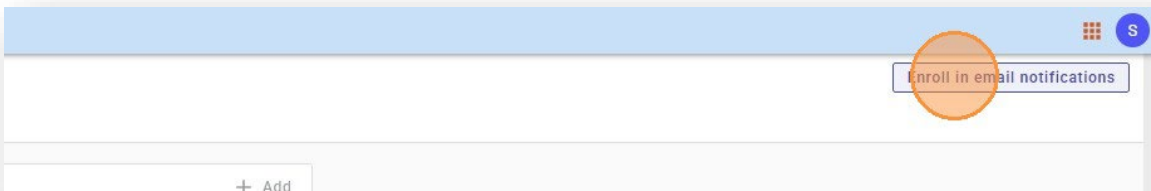
[Return to employment opportunities](#)

Profile Management – Applicant Access

You can navigate along the top between your submitted and saved applications.
You can update “My information” at any time.



You can enroll in email notifications, to stay updated on new job openings.



Click “Sign out” when finished.

