

# The Job Spotlight

**Week of October 24th to October 28, 2022**

Aramark  
City of Pueblo  
Cox Enterprises Manheim  
Fountain Fort Carson District 8  
Greiner Electric  
Premier Research  
Team Select  
The Resource Exchange  
USAJOBS Remote Vacancies  
USAJOBS Vacancies



# CAREERS AT ARAMARK

The massive scale of our business and a variety of roles offer you endless ways to grow. At Aramark, we thrive on building cross-functional relationships, which means you'll enjoy career mobility that encourages you to explore different functions and industries. While we may not be your first job, we would love to be the employer that keeps you growing.



Email questions to the Military Program Manager at [goodman-jennifer@aramark.com](mailto:goodman-jennifer@aramark.com)



Click the job number to view roles below. Visit our military careers page by scanning the QR code.

## ARAMARK BY THE NUMBERS

**248,000**  
Employees Worldwide

**Nearly 1 Billion**  
Square feet maintained

**600**  
Healthcare Facilities

**Fortune 500**  
Global Leader in Hospitality

**50**  
States in Which We Operate

**11**  
Employee Resource Groups

JOB TITLE	LOCATION	JOB NUMBER
HR Director	REMOTE (FL, GA, TN, IN, WI, KS City)	<a href="#">416419</a>
Ski School Manager	Yosemite, CA	<a href="#">415526</a>
Environmental Services Mgr – 2 <sup>nd</sup> shift	Cumming, GA	<a href="#">391280</a>
Sr. Inventory Manager – Amtrak	Chicago, IL	<a href="#">416484</a>
Facilities Operations Manager	Indianapolis, IN	<a href="#">392770</a>
Route Manager	Jessup, MD	<a href="#">414603</a>
Food & Occupational Safety Specialist	Boston, MA	<a href="#">412541</a>
Director of Operations	Cullowhee, NC	<a href="#">407961</a>
Safety Director – Facilities	Philadelphia, PA	<a href="#">416468</a>
Telecom Manager	Philadelphia, PA	<a href="#">369360</a>
Commissary Manager – Food Service	El Paso, TX	<a href="#">415592</a>
Food Service Area Supervisor	Round Rock, TX	<a href="#">416384</a>

Opportunities as of 10.27.22. All positions remain open until filled.

# CAREERS AT ARAMARK

The massive scale of our business offers endless ways to grow. We thrive on building cross-functional relationships, which means you'll enjoy career mobility that encourages you to explore different areas and industries. From supply chain, HR, and Communication to General Management, Operations, and many more fields, we offer a variety of roles perfect for finding your passion.



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Scan the QR code or go to [careers.aramark.com/military](https://careers.aramark.com/military) to visit our military careers page and explore a future with us.





## **The City of Pueblo is Hiring:**

### **Associate Engineer II - WW**

The City of Pueblo is hiring an Associate Engineer II – Wastewater to perform moderately complex engineering work for the City and to respond to questions from the public. This position will design sanitary sewer systems, provide engineering support, and review reports, plats and construction plans to ensure compliance with City of Pueblo standards.

This full-time position offers the successful candidate a [variety of benefits](#) that provide a great work/life balance, career advancement opportunities, and a competitive annual salary of \$51,920.52 - \$66,183.12. Applications will be received from October 21, 2022 - November 13, 2022. [Click Here](#) for access to the complete job description, qualifications, and to apply. To view other City jobs go to [www.pueblo.us/jobs](http://www.pueblo.us/jobs).



**Find Great City Jobs at [www.pueblo.us/jobs](http://www.pueblo.us/jobs).**





## **The City of Pueblo is Hiring:**

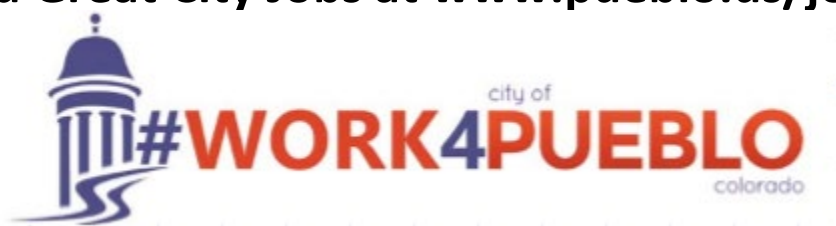
### **Accountant II**

The City of Pueblo is now taking applications for Accountant II. This professional position is responsible for posting and maintaining the City's accounts and other related work. This position may plan, schedule, and direct the work of clerical personnel, supervise, and post ledgers, and prepare monthly budget and reports.

This full-time position offers the successful candidate a variety of benefits that provide a great work/life balance, a rewarding work environment, and a competitive annual salary of \$75,745.80 - \$92,520.24. Applications will be received from October 20, 2022, through November 13, 2022. [Click Here](#) to view the full job posting, including benefits and salary. Go to [www.pueblo.us/jobs](http://www.pueblo.us/jobs) for a list of other City of Pueblo open positions and to apply.



**Find Great City Jobs at [www.pueblo.us/jobs](http://www.pueblo.us/jobs).**





## The City of Pueblo is Hiring:

### Housing and Community Development Coordinator II

The City of Pueblo is hiring a Housing and Community Development Coordinator II to perform a variety of duties related to housing and direct client services including research, identification of legal descriptions, mapping and ownership of vacant City lots to determine availability for City housing programs. This position will also plan, coordinate, and implement rehabilitation and development projects as well as monitor appraisals, financing, acquisition, and relocation activities.

This full-time position offers the successful candidate a [variety of benefits](#) that provide a great work/life balance, career advancement opportunities, and a competitive annual salary of \$51,411.00 - \$64,624.32. Applications will be received from October 19, 2022 - November 13, 2022. [Click Here](#) for access to the complete job description, qualifications, and to apply.



Find Great City Jobs at [www.pueblo.us/jobs](http://www.pueblo.us/jobs).





## City of Pueblo is Hiring: TRASH REMOVAL COORDINATOR

Pueblo is hiring a Trash Removal Coordinator to organize and administer the City's Team Up for Clean Up Program to collect solid waste and trash throughout the community. Duties of this position include planning, implementation, monitoring budget, procurement, coordination, inspecting, identifying cleanup locations, promoting program, data collection and monitoring.

This full-time position offers the successful candidate a [variety of benefits](#) that provide a great work/life balance, career advancement opportunities, and a competitive annual salary of \$50,478.72 - \$63,444.24. Applications will be received from October 26, 2022 - November 17, 2022. [Click Here](#) for access to the complete job description, qualifications, and to apply. To see other current job openings with the City of Pueblo go to [www.pueblo.us/jobs](http://www.pueblo.us/jobs).



**Find Great City Jobs at [www.pueblo.us/jobs](http://www.pueblo.us/jobs).**





# We'd like to thank you

for your service with an  
incredible career opportunity.



## Great career opportunities available for service members, veterans & military spouses.

- Recon Estimator / 202202452 / Euless, TX
- Automotive Body Prep Technician / 202201855 / Euless, TX
- Auto Body Shop Prepper / R202210358 / Dallas, TX
- Mobile Diesel Technician / R202205763 / Dallas, TX
- Sr Auto Maintenance Technician / R202207933 / Dallas, TX
- Automotive Technician II / R202207245 / Grove City, OH
- Auto Maintenance Tech II / R202209033 / Indianapolis, IN
- Automotive Technician II / 226292 / Matteson, IL
- Detail Technician I / R202205038 / Bridgeton, MO
- Parts Coordinator / R202206409 / Aurora, CO

### Why you'll love Manheim:

- Sign-on bonuses (available now!), competitive pay plus spot bonuses
- 30+ days of paid vacation and company holidays
- Great health care benefits from day 1
- 401(k) retirement plans with company match
- 10 days of free child or senior care
- Up to \$1,500 in free tools for our new auto techs
- Career training, GED reimbursement, free ASE training and certification, and more
- Flexible work schedules
- Employee discounts on hundreds of items



Apply online: [jobs.manheim.com](https://jobs.manheim.com)

Scan the code to join our talent community and stay connected to our recruiters.  
Contact Us: [Peter.Mahmood@coxinc.com](mailto:Peter.Mahmood@coxinc.com)

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Sponsorship does not imply Army or DoD endorsement



# Fountain-Fort Carson School District 8

## Employment Application

Openings as of 10/26/2022

### *Transportation Secretary*

JobID: 4411

**Position Type:**

Secretarial/Clerical/Secretary/Building

0

[Email To A Friend](#)

[Print Version](#)

**Date Posted:**

10/26/2022

**Location:**

Transportation

**Date Available:**

ASAP

**Closing Date:**

11/25/2022

**\*NOTICE\* - This posting is subject to close at any time based on hiring timelines. Applicants MUST pass clerical testing BEFORE being considered for an interview.**

**Preferred Minimum Qualifications:**

1. High school graduate or equivalent **(Required)**, plus technical courses in computers preferred.
2. Typing accurate at 40 wpm. **(Required)**
3. Demonstrate computer skills.
4. Ability to meet the public.
5. Two to three years previous experience in secretarial or clerical field.
6. May require specific knowledge of and experience with assigned department's functions.
7. Pass Excel and Word testing. **(Required)**

**\*Testing must be completed (and passed) before applicants are eligible for an interview.**

**\*Applicants MUST also apply to the position before scheduling testing.**

**\*Please contact FFC8 Administration at (719) 382-1300 to schedule testing. Testing spots are limited and fill up quickly.**

**\*Applicants who have already completed and passed testing are NOT required to test again.**

**Job Goals:**

Responsible for supporting the efficient and professional operation of a department administrative office. Provide general administrative assistance to department staff by performing assigned department processes/projects, answering and screening phone calls, greeting the public,

preparing written communication, receiving and responding to inquiries and requests, performing department financial responsibilities, creating reports, and maintaining office appearance and operations.

**Essential Job Functions:**

1. Coordinate and/or perform essential processes and/or projects related to assigned department functions.
2. Answer phone and greet visitors. Direct calls and visitors to appropriate individuals.
3. Compose and type communications, including flyers, newsletters, bulletins, memos, etc., using office technology effectively.
4. Respond to inquiries from parents, students, public, administration, and District staff. Direct individuals to others as needed.
5. Perform financial responsibilities, including maintaining the department budget, initiating purchase orders, checking-in orders, and/or maintaining office inventory.
6. Communicate effectively across the District to coordinating responsibilities, schedule and plan meetings, etc.
7. Gather, analyze, enter, and compile data for reports and/or communications.
8. Assist with recruiting and hiring including scheduling interviews, reference calling, updating recruiting data and so on.
9. Process internal and external mail.
10. Maintain an orderly, professional office appearance.
11. Enter work orders as needed.
12. Assist with insuring efficient working operation of all office equipment and support equipment, such as copy machines, etc.
13. Perform other duties as assigned.
14. Provide back-up support to the dispatch office.

**Technical Skills, Knowledge & Abilities:**

1. Strong oral and written communication and interpersonal skills.
2. Strong organizational skills.
3. Strong computer skills.
4. Phone etiquette skills.
5. Public relations and customer service skills.
6. Problem solving and analytical skills.
7. Keyboarding skills.
8. Bookkeeping and accounting skills.
9. English language skills; bilingual skills desirable.
10. Ability work at a fast pace and handle multiple tasks and situations simultaneously and with interruptions
11. Ability to work independently.
12. Ability to maintain confidentiality in all aspects of the job.
13. Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
14. Ability to communicate, interact, and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
15. Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

**Salary:**

Transportation Secretary (Building Secretary) are on the Classified Salary Schedule.

- FFC8 allows new hires to bring in up to 8 years of previous experience in similar school type settings.
- Please understand that new hires tend to start out at the lower end of the salary range.

Salary Schedule**Employment Period:**

261 days per year - 8 Hour Work Day

**APPLY AT: <https://www.applitrack.com/ffc8/onlineapp/default.aspx?Category=Secretarial%2fClerical>**

FMLA regulations require all employers to post the updated FMLA notice.

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Our Greiner team has some exciting  
**opportunities to grow!**

We are looking for talented and  
motivated individuals to join  
our Colorado Front Range and  
Jackson, WY teams!



At Greiner Electric, we're a career orientated  
company that believes in investing in our employees.  
We offer:

- Full Health Benefits
- Competitive Pay
- Paid Apprenticeship Program - Earn While You Learn!
- Paid Time Off
- 401(k) Retirement Plan

If you are interested and want to  
learn more, please contact  
hr@greinerelectric.com, or call  
Bill Bicket at (303) 470-9702.  
If you are looking for an exciting  
and rewarding career,  
**come join our team today!**



All levels of experience are eligible to apply!

## Transitioning into a Clinical Research Career

Premier Research is a contract research organization that supports highly innovative biotech and specialty pharma companies in transforming ideas into reality. We help amazing science become life-changing therapies for those in critical need.

### Find a purpose as a part of our team

Whether you're transitioning from the military, a veteran, or a military spouse searching for a new role, you can find a purpose as part of the Premier Research team. When our team does their best work, the world becomes a healthier place. And we believe that our colleagues do their best work when they are inspired and nurtured. We thrive by bringing together a diverse team committed to promoting respect, cooperation, and flexibility.

We recognize the invaluable skills and adaptability that a military background can provide. Our Boots to Biotech program is designed to support you in reaching your full potential as you transition into a new career.

### Are you ready to join us?

#### Current openings

- Business Systems Engineer II (Remote)
- Contract Specialist I (Remote)
- Clinical Standards Support Specialist- Database Development (Remote)

### Premier Research At-A-Glance

**A contract research organization Built for Biotech<sup>SM</sup>, changing ideas into life-changing treatments**

- Employees: >2,000
- Headquarters: Morrisville, North Carolina
- Global presence: 20 countries
- Focus areas: Analgesia, Diagnostics, Neuroscience, Oncology, Pediatrics, Rare Diseases, and Women's Health
- Cultural Anchors: Caring & Empathy, Aspiration, Empowerment, One Team



Are you looking for an exciting opportunity with an expanding home health care company? Are you eager to prove yourself, be valued and grow? It is in your best interest to apply and hear more about what we have to offer!

Team Select's mission is to take every opportunity to do right by all. We believe our people and culture genuinely make us unique and are the foundation for our leadership in the healthcare space. We focus on promoting a collaborative environment that differentiates us and has allowed us to be recognized as a Best Place to Work and Home Care Elite Top Agency. Join our growing Team Select Family and discover a dynamic company where you're able to make a positive impact. We encourage you to inquire about becoming a part of our team!

## **Responsibilities**

Team Select Home Care is looking for **Certified Nursing Assistants** to join our Team Select family. Our CNAs will have a sympathetic attitude toward the care of the sick and elderly. They will also communicate and demonstrate competency in caring for our patients. The CNA will report directly to the Director of Nursing.

- Provide services that are ordered in the plan of care and that the aide is permitted to perform under State law.
- Perform hands-on personal care.
- Perform simple procedures as an extension of the therapy or nursing services as assigned.
- Assistance in ambulation or exercises as assigned.
- Help with medications that are ordinarily self-administered as assigned.
- Complete appropriate visit records promptly following agency policy.
- Report changes in the patient's condition and needs to the team members.
- Perform household services essential to health care in the home as assigned.
- Attend in-service and continuing education programs as scheduled and necessary.
- Attend staff meetings and patient care conferences as scheduled.
- Follow agency policy for cleaning equipment between patient uses.
- Can accomplish reports and documents as observed by the RN and through periodic record reviews.
- Complete all work assigned by the RN.
- Does not accept assignments for a patient with special needs for which you have not received appropriate training.
- Observe confidentiality and safeguards all patient related information.

- Report any variance, accident, or unusual occurrence to the team members.
- Report incomplete work assignments to RN.
- Complete other tasks as assigned.

**Qualifications**

- Valid CNA license
- Up-to-date CPR card
- High school or equivalent
- 18 years of age.

**Our Benefits:**

- Medical, dental, and vision insurance
- 401K
- Environment which fosters career opportunities and growth.
- Daily-Pay

Team Select Home Care reserves the right to change the above job description and qualifications without notice. Team Select Home Care will not discriminate against the candidate on the basis of race, color, religion, national origin, sex, sexual preference, disability, political belief, veteran status, age or any other status protected by law. Team Select Home Care is an employment-at-will employer.

For more information, please contact Amanda Knight at 719-277-6697



Are you looking for an exciting opportunity with an expanding home health care company? Are you eager to prove yourself, be valued and grow? It is in your best interest to apply and hear more about what we have to offer!

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## **Responsibilities**

Team Select Home Care is looking for Licensed Practical Nurse to join our Team Select family. Our nurses will document and provide skilled nursing care to our patients, following the developed plan of care and the patient's physician orders for each of our patients, while following confidentiality and professional boundaries. Will also prepare clinical and progress notes for our patients, assist the physician, the intermediate care provider and RN in performing specialized procedures.

- Furnish services, treatments and diagnostic and preventive procedures as assigned per the plan of care, following agency policies.
- Prepare equipment and materials for treatments observing aseptic technique.
- Assist the patient in learning appropriate self-care techniques and assure that the patient/family is involved in implementing the plan of care.
- Implement the nursing care plan for each patient.
- Initiate preventive and rehabilitative nursing procedures.
- Observe signs and symptoms and reports to the physician and registered nurse reactions to treatments, including drugs and changes in the patient's physical or emotional condition.
- Teach and counsel the patient and family/significant others regarding the nursing care needs and other related problems of the patient at home.
- Evaluate with registered nurse the effectiveness of the LPN/LVN's nursing service to the patient and family under the guidance of the registered nurse.
- Maintain and complete records of observations, treatments, and care of patient. Help update the patient plan of care.
- Participate in patient care conferences to discuss the need for involvement of other members of the health team, such as physical therapist or speech language pathologist.
- Accept and perform orders; orders are cosigned by RN.

- Administer medications and treatments as ordered.
- Provide appropriate information about patient to other agencies/ individuals involved in patient's care as needed.
- Immediately report to Director of Clinical Services/Nursing Supervisor/RN any patient incidents/variances or complaints and submit any changes in schedule daily
- Demonstrate competent performance of technical skills according to established procedures before performing new skills.
- Perform other tasks as assigned.

### **Qualifications**

- Graduate of an approved school of professional nursing and licensed in the state(s) in which practicing.
- One (1) year nursing experience, preferred.
- Previous pediatric experience.
- Maintain current CPR certification.

### **Our Pay & Benefits:**

\$26.00-30.00/hr

- Medical, dental, and vision insurance
- 401K
- Environment which fosters career opportunities and growth.
- Daily-Pay

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### **Responsibilities**

Team Select Home Care is looking for Registered Nurses to join our Team Select Family. Our nurses are responsible for documenting and providing skilled nursing care to our patients, following the developed plan of care and the patient's physician orders for each of our patients, while adhering to confidentiality and professional boundaries.

- Furnish services, treatments and diagnostic and preventive procedures as assigned per the plan of care, following agency policies.
- Prepare clinical and progress notes.
- Assist the patient in learning appropriate self-care techniques.
- Initiate appropriate preventive and rehabilitative nursing procedures.
- Observe signs and symptoms and report to the physician and registered nurse reactions to treatments, including drugs and changes in the patient's physical or emotional condition.
- Inform physician and other personnel of changes in the patient's condition and needs.
- Teach and counsel the patient and family/significant others regarding the nursing care needs and other related problems of the patient at home.
- Attend staff meetings, patient care conferences and in-services as scheduled.
- Participate in patient care conferences to discuss the need for involvement of other members of the health team, such as physical therapist or speech language pathologist.
- Observe confidentiality and safeguards all patient related information.
- Complete documentation and paperwork promptly per Agency policy.
- Performs other duties as assigned.

### **Qualifications**

- Graduate of an approved school of professional nursing and currently licensed in the state(s) in which practicing.
- One (1) year nursing experience, preferred.
- Previous pediatric experience.
- Maintains a current CPR certification

**Our Pay & Benefits:**

\$30.00-35.00/hr

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For more information, please contact Amanda Knight at 719-277-6697



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Team TRE!



# We're looking for YOU!

## [www.tre.org/careers](http://www.tre.org/careers)

The people we serve come from all walks of life and backgrounds. YOU can make a difference in their lives and meet the growing needs in our community!

### Here's what you can expect when you join Team TRE:



Competitive salaries to attract, and keep, top-quality talent.



Valuable benefits start after 30 days; Medical premiums paid up to 90%, Dental, Life, Pet insurance and more; 401k eligibility and employer match after 90 days.



Generous PTO plus 10 paid holidays per year and enjoy your birthday off, paid!



Flexible work environment with the ability to create your own schedule, half-day Fridays, and the tools to succeed in a mobile workspace.



Collaborative workplace culture with employee-led committees from Gardening to Diversity, Equity, and Inclusion; employee appreciation giveaways, contests, peer recognition, and more.



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*Empowering People. Strengthening Families. Building Inclusive Communities.*



## **TRE-The Resource Exchange**

### **Non-Profit Organization**

**Apply at:** [www.tre.org/careers](http://www.tre.org/careers)

### **Current Openings:**

- Intake Coordinator - \$19.77-\$20.48/hr
- Quality Coordinator (full and part time) - \$19.77-\$20.48/hr
- Speech Language Pathologist - \$72,247-\$90,309/yr
- Coordinator - \$19.77-\$20.48/hr
- Case Aide - \$16.29-\$16.88/hr
- Director of Development - \$82,240-\$85,667/yr
- Case Management Service Coordinator - \$19.77-\$20.48/hr
- Case Management Service Coordinator in Woodland Park, CO - \$19.77-\$20.48/hr
- Support Coordinator - \$18.98-\$19.67/hr



## Remote Vacancies

[IT Specialist](#)

Closes 10/31/2022

[Accountant](#)

Closes 10/31/2022

[Supervisory Medical Records  
Administrator Chief of HIMS](#)

Closes 10/31/2022

[IT Specialist - Data Management](#)

Closes 10/31/2022

[Lead Contact Representative](#)

Closes 10/31/2022

[Program Specialist - Quality and  
Performance Management](#)

Closes 10/31/2022

[Medical Records Technician  
Coder Outpatient and Inpatient](#)

Closes 10/31/2022

[Program Analyst](#)

Closes 10/31/2022

[Budget Analyst](#)

Closes 10/31/2022

[Auditor](#)

Closes 10/31/2022

[\\*Grants Management Specialist](#)

Closes 10/31/2022

[Program Specialist \(University  
Programs\)](#)

Closes 11/02/2022

[Social Science Research Analyst](#)

Closes 11/02/2022

[Recent Graduate - IT Specialist  
Applications Software](#)

Closes 11/02/2022

[Supervisory Medical Support  
Assistant](#)

Closes 11/03/2022

[\\*Realty Officer](#)

Closes 11/03/2022

[\\*Contracts Specialist](#)

Closes 11/04/2022

[\\*Financial Management Analyst](#)

Closes 11/04/2022

[Senior Social Worker](#)

Closes 11/04/2022

[Attorney Advisor](#)

Closes 11/04/2022

**Click on the job title to access the announcement.**

\*Announcement will close at a specified number of applications which can be sooner than the close date.



[Property Disposal Specialist](#)

Closes 10/30/2022

[Physician Assistant](#)

Closes 10/31/2022

[Cashier/Concession Worker](#)

Closes 10/31/2022

[Visual Information Specialist](#)

Closes 10/31/2022

[Information Technology Specialist](#)

Closes 10/31/2022

[Supervisory Security Assistant](#)

Closes 10/31/2022

[Public Notice for Fire Protection  
Engineer](#)

Closes 10/31/2022

[Program Analyst](#)

Closes 10/31/2022

[Civil Engineer](#)

Closes 10/31/2022

[Physical Therapy Assistant](#)

Closes 11/01/2022

[Criminal Investigator](#)

Closes 10/31/2022

[Museum Technician](#)

Closes 11/01/2022

[Target Systems Equipment Worker](#)

Closes 10/31/2022

[Supervisory Information Technology  
Specialist](#)

Closes 11/01/2022

[Secretary - Office Automation](#)

Closes 10/31/2022

[Engineering Technician](#)

Closes 11/01/2022

[Maintenance Worker](#)

Closes 10/31/2022

[Senior Social Worker - HUD WASH](#)

Closes 11/01/2022

[Administrative Support Assistant CYS](#)

Closes 10/31/2022

[Engineering Technician](#)

11/01/2022

[Supervisory Tax Analyst MSP](#)

Closes 10/31/2022

[Management Analyst - Manpower](#)

Closes 11/01/2022

**\*\*Click on the job title to access the announcement\*\***  
**Additional Fort Carson/Colorado Springs area positions:**  
**[USAJOBS Ft. Carson](#)**