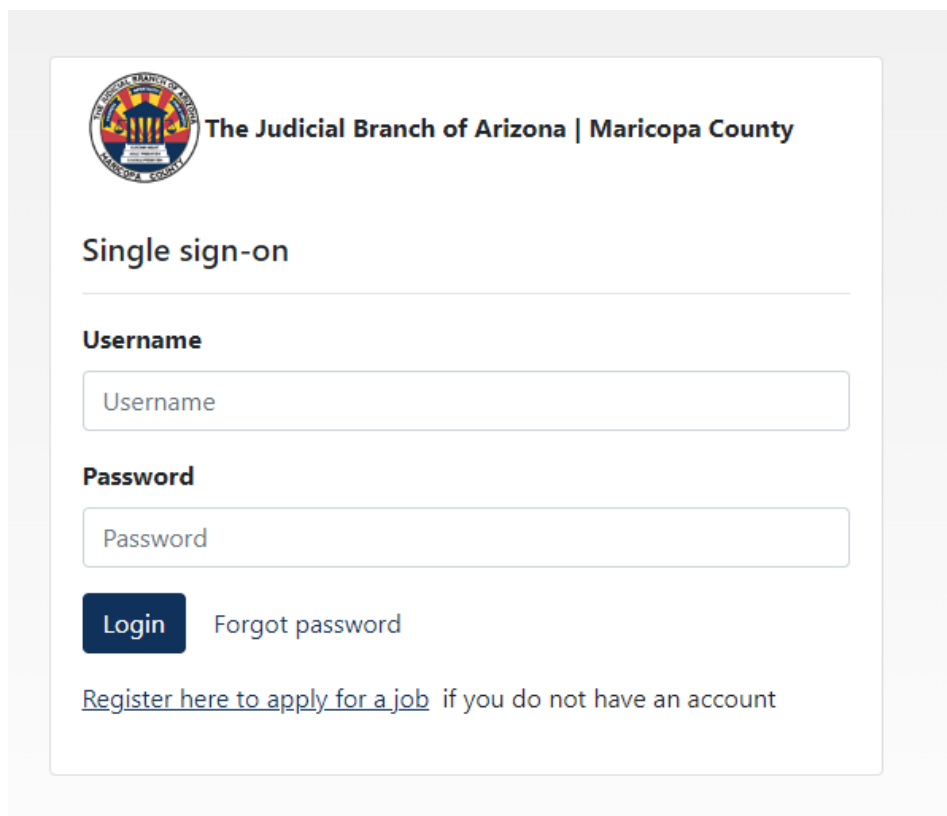



Commissioner Recruitment Portal

Applicant Instructions

Step 1: Visit <https://www.superiorcourt.maricopa.gov/commissionerrecruitment>

- New Users: “Register here to apply for a job”
- Existing Users: Login with username (email address) and password
 - Click Forgot Password if you need a password reset



 **The Judicial Branch of Arizona | Maricopa County**

Single sign-on

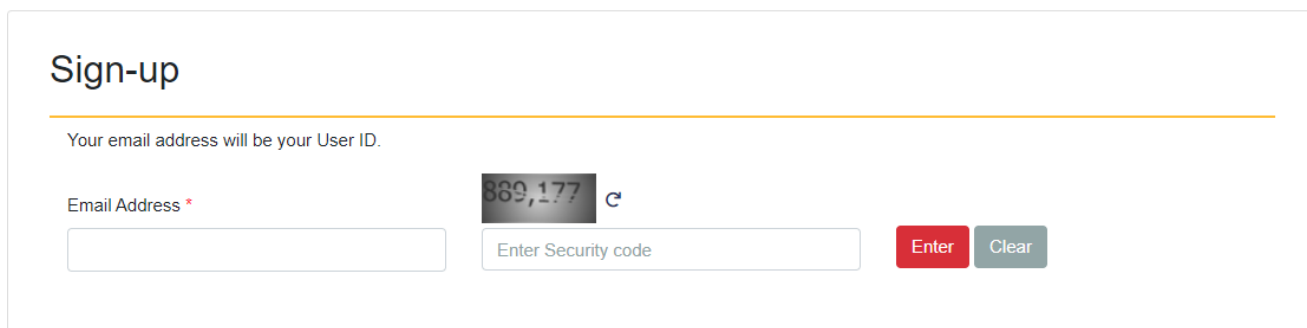
Username

Password

Login [Forgot password](#)

[Register here to apply for a job](#) if you do not have an account


Step 2: New users enter the email address you wish to use for this process (all recruitment-related communication will occur through this address) and enter the security code that appears on your Sign-up screen. Hit enter.



Sign-up

Your email address will be your User ID.

Email Address *

889,177 

Enter **Clear**

Commissioner Recruitment Portal

Applicant Instructions

This screen will notify you an email has been sent or provide opportunity to request that it be resent.

Successful Registration

Registration is completed successfully. You will be receiving an email. Please confirm your email.

If you haven't received the confirmation email within 5 minutes, [Resend email registration](#)

Step 3: A confirmation email will be sent to the email address you used to sign up, shown below.

Commissioner Recruitment Portal Registration Σ Inbox x



DoNotReply@jbazmc.maricopa.gov

to me ▾

Jennifer Sample,

Thank you for your interest in the Commissioner Recruitment portal.

Your User ID is [REDACTED]@gmail.com

To begin your registration process, please Sign-up into the Commissioner Recruitment Portal by clicking the 'Sign-Up' button below.

Please do not reply to this email.

[Sign-up](#)



Human Resources
Judicial Branch of Arizona in Maricopa County
101 W Jefferson St., 3rd Floor, Suite B
Phoenix, AZ 85003

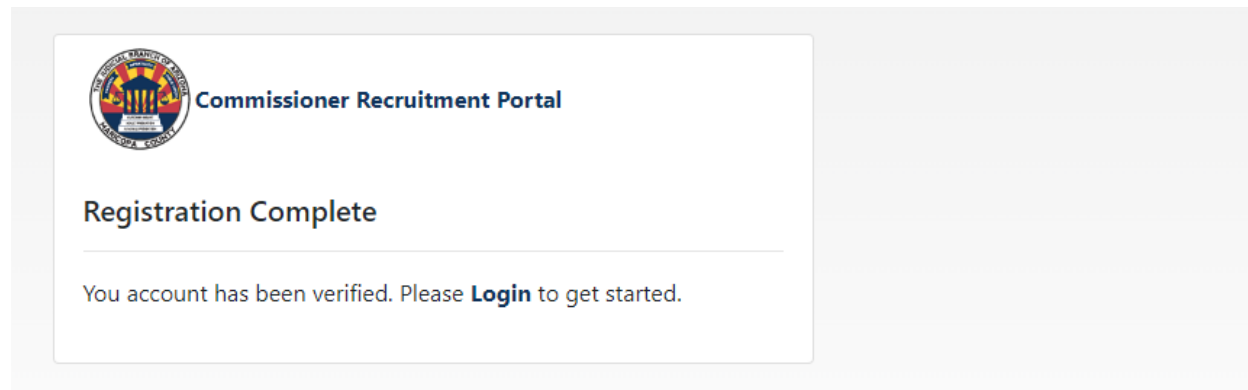
Committed to excellence and the principles inherent in the rule of law...every person, every day, every time.

Click on “Sign-up” to be taken back to the portal for registration completion. You’ll be asked to provide basic personal information: name, email address, phone number at the registration. Upon completion, you’ll see the “registration complete” screen and be prompted to login.

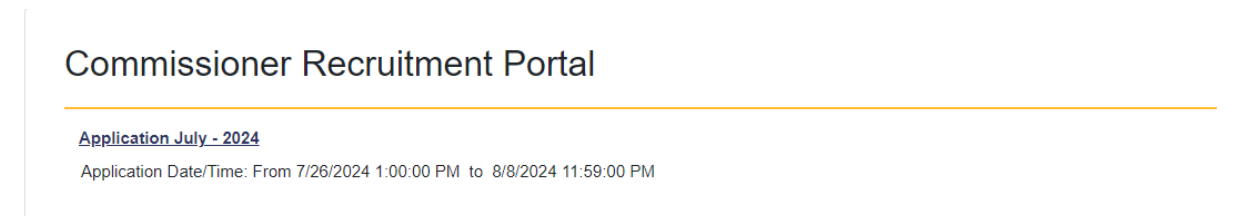
Commissioner Recruitment Portal

Applicant Instructions

Step 4: Click “login” and using the email address as username, and the password you established, login to the portal. A multi-factor authentication code will be sent to your email to complete login.



Step 5: Once you are logged in, you’ll see the active job posting as a clickable link. Select the link and you’ll be taken to the first page of the application process.



Step 6: Complete all required fields (identified by red asterisk) and submit. Proceed through all sections of the application and save your progress frequently.

Job Application - (Not Submitted)

Personal Information

- Educational Background
- Bar Experience
- Employment History
- Current Practice
- Significant Cases
- Other Relevant Experience
- Business and Financial Information
- Professional Conduct and Ethics
- Professional Service and Activities
- Public Service
- Essential Duties

Please save your progress frequently since the system will log-out due to inactivity and unsaved information will be lost.

Personal Information

1. Contact Information

First Name *	Middle Name
<input type="text"/>	<input type="text"/>
Last Name *	Suffix
<input type="text"/>	<input type="text"/>

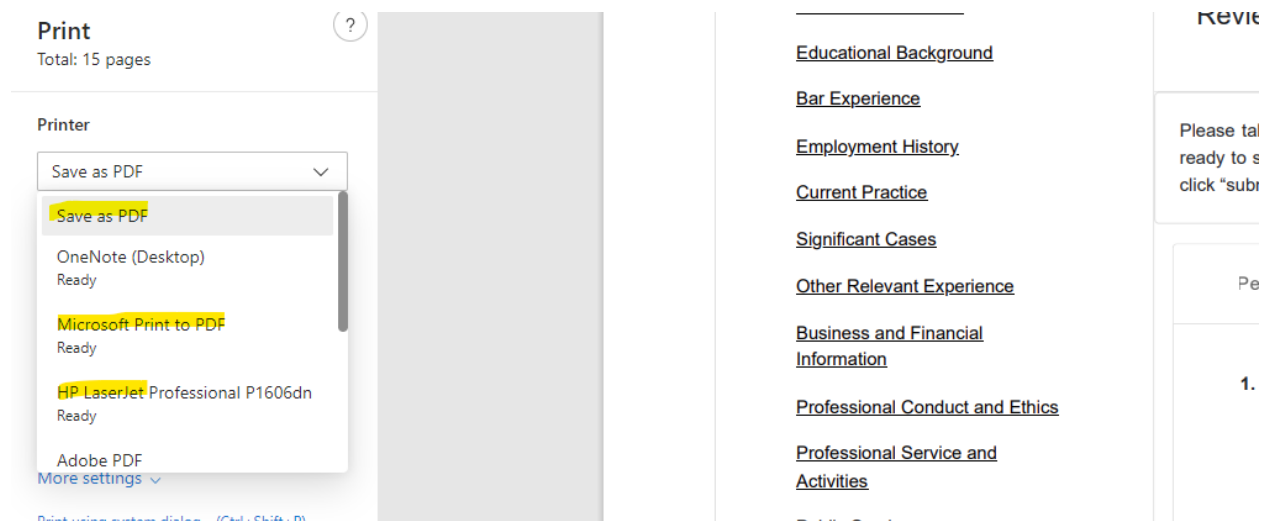
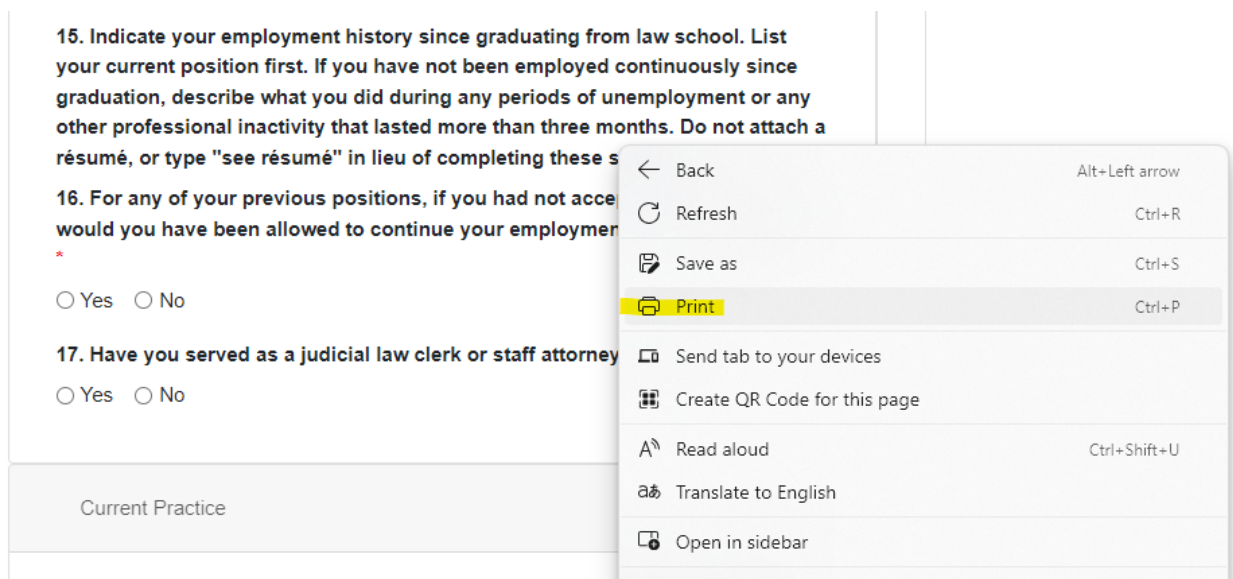
Have you ever professionally been known by any other names? *

Yes No

Commissioner Recruitment Portal

Applicant Instructions

Step 7: Once completed, you'll have the option to print the application to a connected printer or save a copy of the application in full as a PDF document by right clicking the screen, selecting "print" and then selecting your preferred printer, "save to PDF" or "Print to PDF" from the drop down menu.



Step 8: Upon submission, a confirmation screen will show a personalized link to share with your references, and a confirmation email with this link will also be sent to you.

Refer to the [FAQs](#) or contact helpcrp@jbazmc.maricopa.gov for assistance.