

Employment Database

Editing or Deleting an Existing Job Posting

1. To edit a job you must go to the maintain page to search for the specific job.
2. Go to this address:
http://www.lapeer.lib.mi.us/Gov/County/employment/jobs_maintain.html



**Lapeer County Government
Employment Database**

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**Lapeer County Government
Employment Database Update Site**

Enter information to search for the job posting(s) that you wish to *Delete* or *Update*, or go to the [Add Jobs Page](#) to *Add* a new job posting.

Department:

Position:

3. Fill in the information on the form (you do not need to enter data for each field, just enough to find the posting).
4. Click *Find Posting(s)* to search for postings that match your search criteria.
5. Or, click on *Find All Postings* to show all the postings in the database.
6. From here you can select the posting you want to edit.

Department:	Community Corrections
Position:	test
Salary:	
Posting Begin Date:	Wednesday, January 01, 1997
Posting End Date:	Saturday, January 01, 2000
	<i>Click to Select this posting</i>

7. You will now see the update page with the data filled in for this event.
8. Here you can edit the data delete the posting entirely.

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