

Orange County Government – Careers Guide

Search for Job Openings and Create Job Agents – For External Applicant

Careers

Current employees of Orange County Government must apply using Self-Service Careers link through MyOCInfo. First time applicants, click the 'Register Now' link. If already registered, enter your Email Address (User Name) and Password, click Login.

Latest Job Postings - To view posting description, click the job posting title link.

Select	Date	Job Title	Job ID	Location
<input type="checkbox"/>	12/18/2009	Human Resources Analyst	8813	Fire Administration
<input type="checkbox"/>	12/18/2009	Asst Mgr Youth & Family Svc	8812	Youth and Family Services
<input type="checkbox"/>	12/17/2009	Payroll Manager	8811	County Comptroller
<input type="checkbox"/>	12/17/2009	Enterprise Site Administrator	8810	Information Systems & Services
<input type="checkbox"/>	12/17/2009	Administrative Specialist	8809	Fire Rescue Dept

Basic Job Search

Enables applicants to search for jobs that contain 'Keyword(s)' that fall within specific posting dates.

1. Enter a word or phrase to match the job title or job description and click the button.

Job Search

Click icon to view Quick Search criteria

3 Results Found

Search Results

Select	Created	Posting Title	ID #	Job Family	Location
<input type="checkbox"/>	12/14/2009	Attorney IV	8801	Legal	County Attorney
<input type="checkbox"/>	12/14/2009	Attorney IV	8868	Legal	County Attorney
<input type="checkbox"/>	12/14/2009	Attorney IV	8806	Legal	County Attorney

[Return to Previous Page](#)

2. The search criteria box will collapse and a list of matching jobs will be returned in the Search Results.
3. From here you can view the job posting description and apply for the position.

Advanced Job Search

Enables applicants to enter additional search criteria to search for jobs that fall within specific posting dates.

Careers

Current employees of Orange County Government must apply using Self-Service Careers link through MyOCInfo. First time applicants, click the 'Register Now' link. If already registered, enter your Email Address (User Name) and Password, click Login.

<p>Basic Job Search</p> <p>Keywords: <input type="text"/></p> <p>Posted: <input type="text" value="Last Month"/></p> <p>Search Advanced Search Search Tips</p>	<p>Login</p> <p>Email Addr: <input type="text"/></p> <p>Password: <input type="text"/></p> <p>Login Login Help Register Now</p>
---	--

Latest Job Postings - To view posting description, click the job posting title link.

Select	Date	Job Title	Job ID	Location
<input type="checkbox"/>	12/18/2009	Human Resources Analyst	8813	Fire Administration
<input type="checkbox"/>	12/18/2009	Asst Mgr Youth & Family Svc	8812	Youth and Family Services
<input type="checkbox"/>	12/17/2009	Payroll Manager	8811	County Comptroller
<input type="checkbox"/>	12/17/2009	Enterprise Site Administrator	8810	Information Systems & Services
<input type="checkbox"/>	12/17/2009	Administrative Specialist	8809	Fire Rescue Dept

[Select All](#)
[Deselect All](#)

1. Select the [Advanced Search](#) link.

Job Search

<p>Advanced Job Search</p> <p>Search Clear Save Search Basic Search Search Tips</p>	
<p>Enter Keywords:</p> <p><input type="text"/></p>	
<p>Select Locations:</p> <p>All Locations Administrative Services Dept Animal Services Board of County Commission Building Safety</p> <p>To select multiple locations hold down the Ctrl key (Command key for Macs) while clicking selections</p>	
<p>Select Job Families:</p> <p>All Job Families Administrative Support Animal Care & Control Arts & History Museum Building & Zoning</p>	
<p>Full/Part Time:</p> <p><input type="text"/></p>	
<p>Regular/Temporary:</p> <p><input type="text"/></p>	
<p>Desired Pay:</p> <p><input type="text"/> <input type="text"/></p>	
<p>Job Opening ID:</p> <p><input type="text"/></p>	
<p>Find Jobs Posted Within:</p> <p><input type="text" value="Last Month"/></p>	
<p>Display Results Sorted By:</p> <p><input type="text"/></p>	
<p>Search Clear Save Search Basic Search Search Tips</p>	

[Return to Previous Page](#)

2. Set your job search criteria by using one of the following fields.

Keywords – This field is not case-sensitive. Enter a word or phrase to match the job posting title or job description.

Locations – Recruiting location associated with the job opening. To select multiple locations hold down the Ctrl key (Command key for Macs) while clicking selections.

Job Families – Job Family associated with the job code. To select multiple job families hold down the Ctrl key (Command key for Macs) while clicking selections.

Full-Time/Part-Time – Select Full or Part Time

Regular/Temporary – Select Regular or Temporary

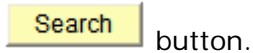
Desired Pay – Enter the desired pay amount and select the currency type (USD is standard) from the drop down selection box.

Job Opening ID – Enter the numeric identifier to search for a specific job opening. *Note: If you enter a number in this search criterion, it is not necessary to enter other search criteria.*

Find Jobs Posted Within – Select a time duration to search for jobs posted within a specified period.

Display Results Sorted By – Select a criteria in order to have search results display in a specified order.

3. Once your search criteria are set, click the



button.

Job Search

▶ Click icon to view Advanced Search criteria

✔ 1 Results Found

Search Results

[Select All](#) [Deselect All](#) [Save Jobs](#) [Apply Now](#) ◀◀ First ◀ Previous | Next ▶▶ Last ▶▶

Select	Created	Posting Title	ID #	Job Family	Location
<input type="checkbox"/>	12/14/2009	Sr. HR Analyst	8802	Human Resources	Administrative Services Dept

[Select All](#) [Deselect All](#) [Save Jobs](#) [Apply Now](#)

[Return to Previous Page](#)

4. The search criteria box will collapse and a list of matching jobs will be returned in the Search Results.
5. From here you can view the job posting description and apply for the position.

Save Search Criteria as a Job Agent

When applicant saves search criteria as a job agent, the system checks for job openings that meets the search criteria. If there's a match, the system sends an email to the applicant that notifies them of the job openings.

Job Search

[Return to Previous Page](#)

1. Select the criteria you want to use and click the **Save Search** button.

Login

You must login or register in order to continue. If you have not yet registered, [click here to Register](#).

[Return to Previous Page](#)

2. You will be prompted to log in if you have not already done so.

Save Search

3. Enter a description to name your search.
4. Select the 'Use As Job Agent' check box to save the search criteria as a job agent.
5. Enter the email address, to which the job agent notifications will be sent.
6. Click the **Save Search** button.
7. Saved searches will be listed under My Saved Searches.

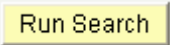
My Saved Searches

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#)

My Saved Searches

Saved Searches and Job Agents			
Saved Search	Created On	Job Agent Email Address	Run Search
ADMIN SERVICES	2010-01-12	testks1@yahoo.com	Edit Delete Run Search
COUNTY ATTY LOCATION	2009-12-14	testks1@yahoo.com	Edit Delete Run Search

[Return to Previous Page](#) [Job Search](#)

1. To update your saved search, click on [Edit](#) link.
2. To remove your saved search, click on [Delete](#) link.
3. To start your search, click the  button.