

# Orange County Government – Careers Guide

## My Saved Jobs – For External Applicants

Applicants can select and save job openings that they are interested in and apply to these jobs at a later date as long as the job opening is still open. There is no limit to the number of jobs that an applicant can save.

### 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.

|   |  |
|---|--|
| <b>Basic Job Search</b><br>Keywords: <input type="text"/><br>Posted: Last Month <input type="button" value="v"/><br><input type="button" value="Search"/> <a href="#">Advanced Search</a> <a href="#">Search Tips</a> | <b>Login</b><br>Email Addr: <input type="text"/><br>Password: <input type="password"/><br><input type="button" value="Login"/> <a href="#">Login Help</a> <a href="#">Register Now</a> |
|---|--|

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

[Next](#)

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

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

1. Enter your Email Address (User Name) and Password and click the  button.

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

### Careers Home

#### Welcome Test2a

To add or change your Name / Address / Email / Phone / Password, click 'My Profile' link.

To apply for a position, select a job and click Apply Now. Answer all questions on the Complete Application page and click Submit.

|   |  |
|---|--|
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|---|--|

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

2. Select the job posting title and click the  button.
3. Saved jobs will be listed under My Saved Jobs.

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

### My Saved Jobs

You have successfully saved your new jobs.

| Saved Jobs               |   |        |                     |        |
|--------------------------|---|--------|---------------------|--------|
|                          | Job Title                               | Job ID | Location            | Status |
| <input type="checkbox"/> | <a href="#">Human Resources Analyst</a> | 8813   | Fire Administration | Open   |

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

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