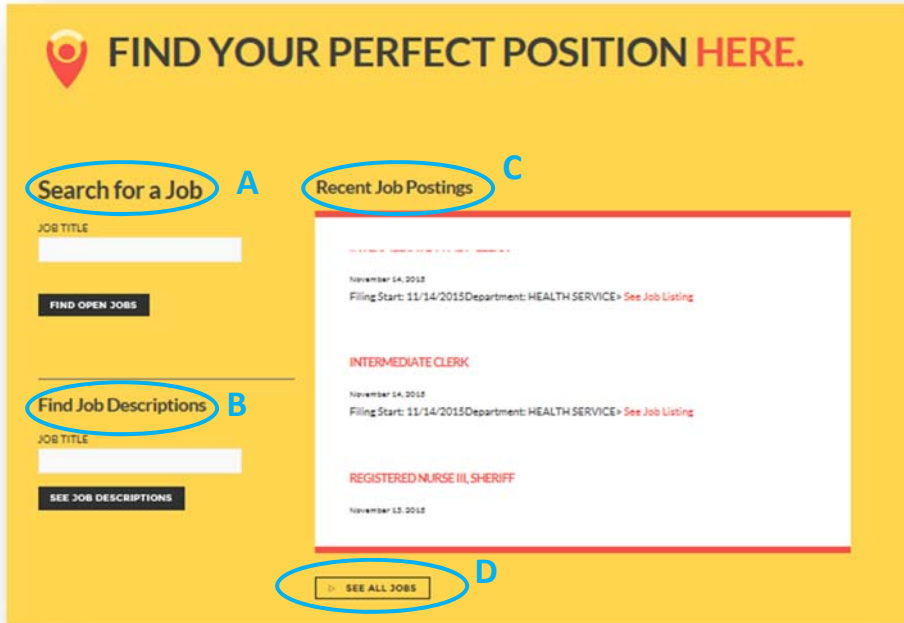




Visit <http://hr.lacounty.gov>



Scroll down to locate the “*Find Your Perfect Position Here*” section. The following options will help you find the open job opportunities and information about any specific position:

- A. **Search for a Job** - to find open job opportunities by title;
- B. **Find Job Descriptions** - to view all opened and closed job classifications;
- C. You may click any job title inside the “*Recent Job Posting*” box
- D. **See All Jobs** – to find all open job opportunities

HOW TO CREATE A JOB INTEREST CARD (For future job opportunities)

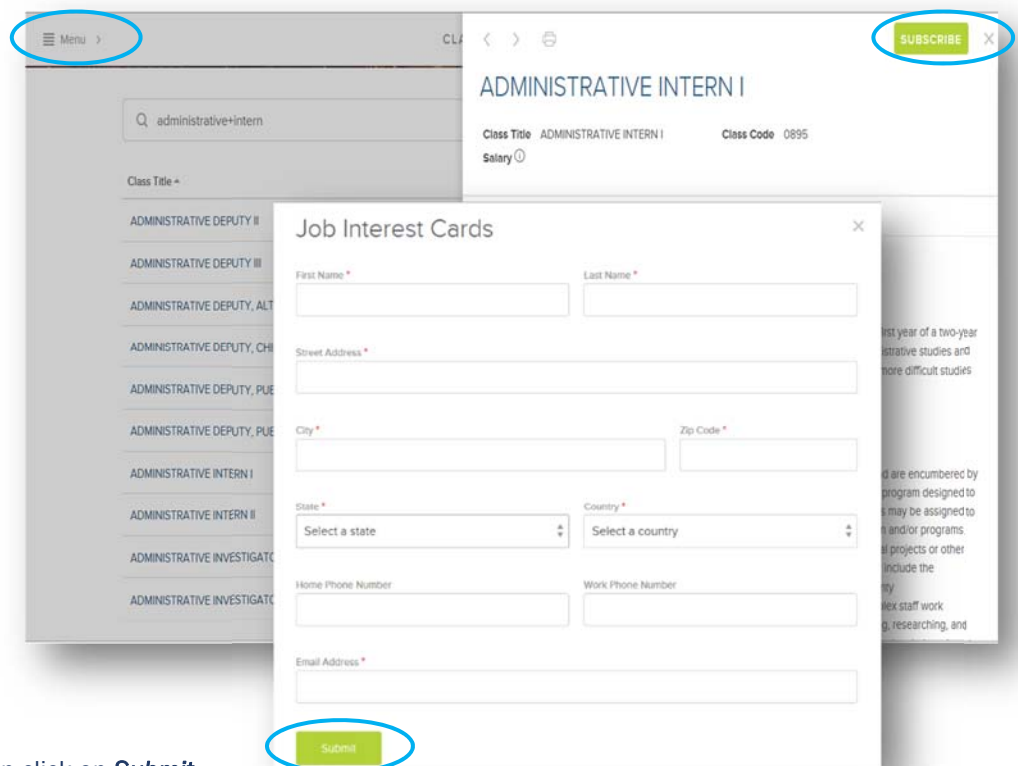
Two options to create a Job Interest Card

Option 1:

- Type the position in the **Job Title** box under *Find Job Description*, then press <Enter>
- Search for the desired Classification Title
- Click on the desired Classification to display the job description
- Click on **Subscribe** to complete the Job Interest Card, and then click **Submit**
- To verify subscription, click on **View Subscriptions**, then click on **Job Categories** or **Class Specs**

Option 2:

- Click on **See Job Descriptions**
- Click on the **Menu** located at the top left side of the screen
- Select **Job Interest Card**
- Check on all desired categories
- Click on **Subscribe** located at the right side of the screen
- Complete the Job Interest Card, and then click on **Submit**



HOW TO CREATE AN ACCOUNT

(To be able to apply for job opportunities)

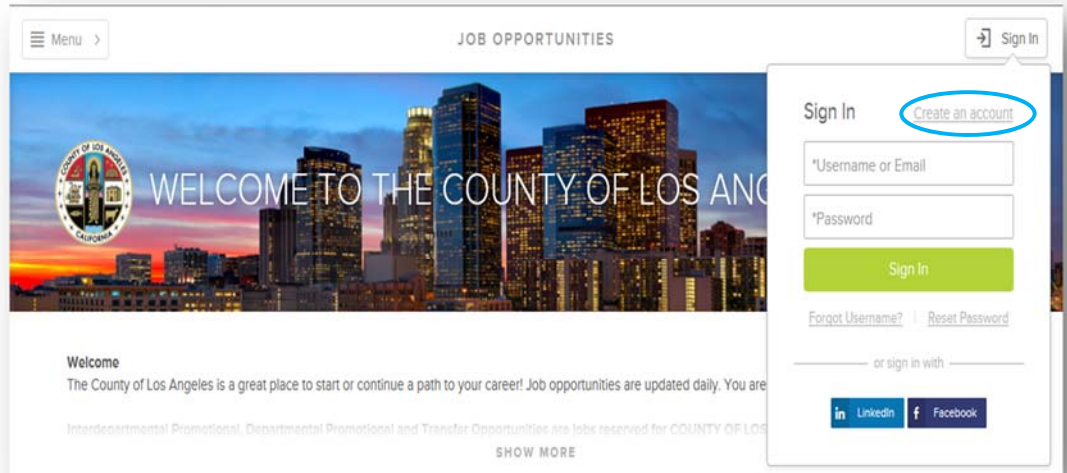
Step 1: Click on any of the following buttons to create an account:

- Find Open Jobs
- See Job Description
- See All Jobs

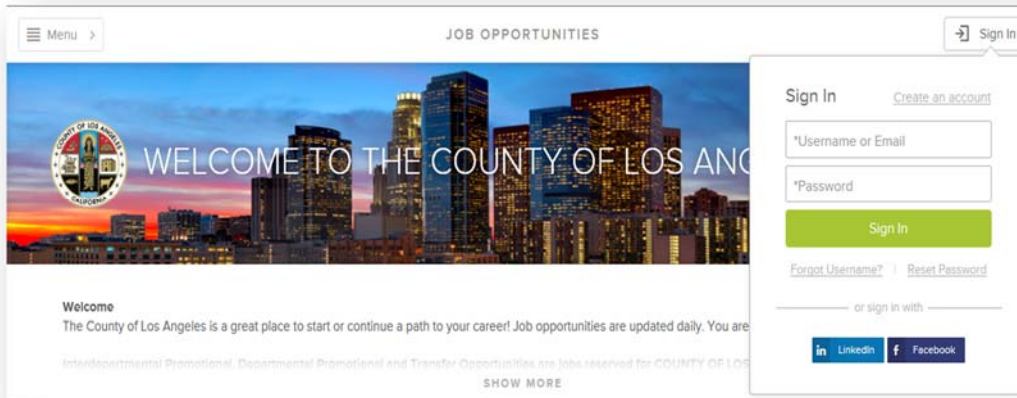
Step 2: Click on *Sign in* located at the top right side of the screen.

Step 3: Click on *Create an account*

Step 4: Complete the requested information, and then click on *Create*



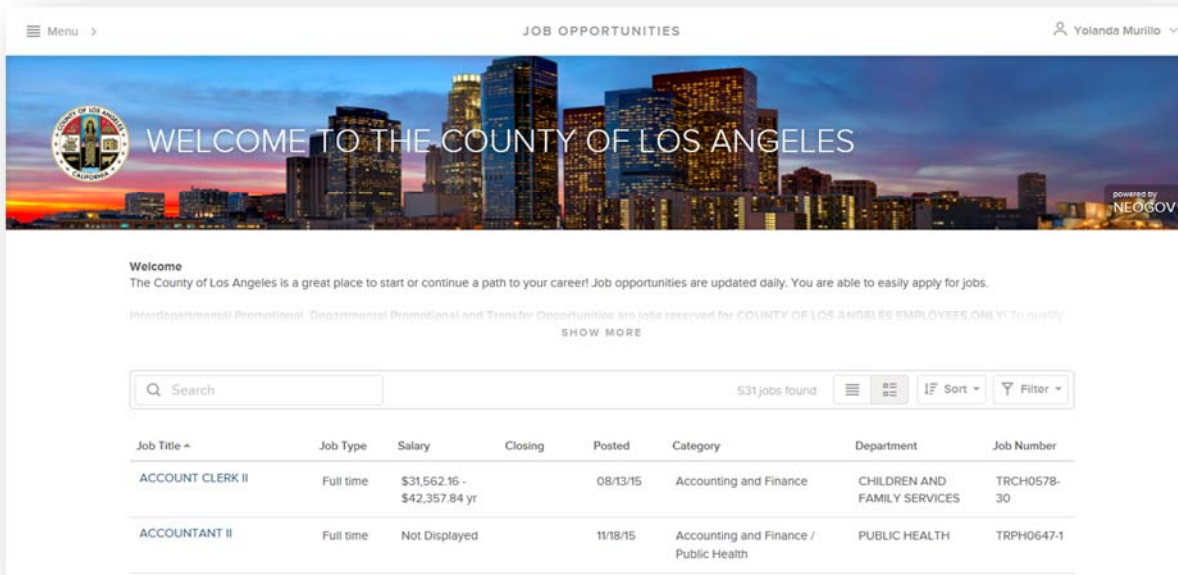
HOW TO APPLY FOR A JOB



Step 1: After an account has been created, click on *Sign In*

Step 2: All open job opportunities will be displayed

Step 3: Search for or select the desired job title to display the job description and click on *Apply**



* Some jobs may not have the *Apply* button. Please read the bulletin for further information.