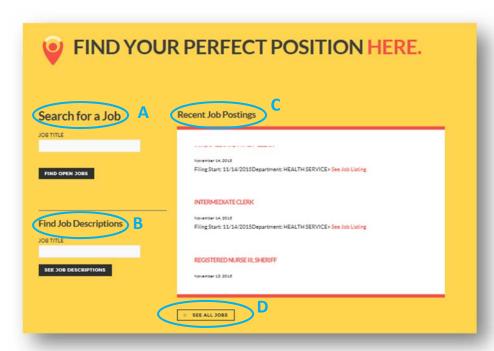


Visit http://hr.lacounty.gov



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)

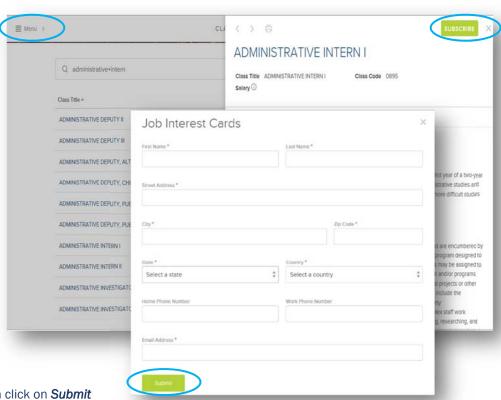
Two options to create a Job Interest Card

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)

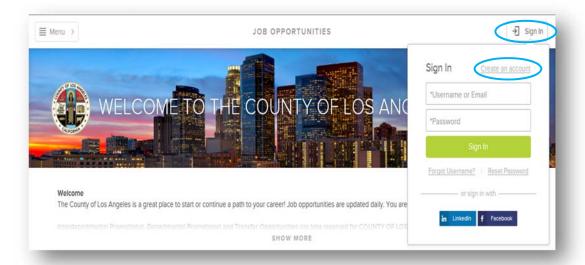
Step 1: Click on any of the following buttons to create an account:

- 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

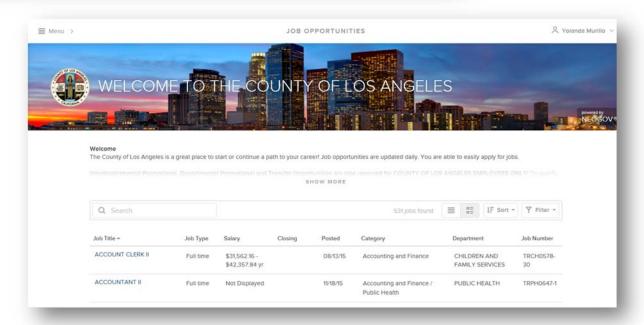
Step 4: Complete the requested information, and then click on *Create*



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.