

## Build a Job Search to get e-mail notifications of County job postings that meet your search criteria

1. In order to create a job notification email alert, sign in or register on the Clackamas County job search page.
2. Click the **Save Search** button.

CLACKAMAS COUNTY

Job Search | My Notifications | My Applications | My Favorite Jobs | My Saved Searches | My Account Information

1. Signed In as Elizabeth | Sign Out

Keywords  Search Tips

Search Reset Search **2.** Save Search More Options

3. Enter a **Name** for your search.
4. Check the **Notify me when new jobs meet my criteria** box.
5. Enter the **email** where you want job agent notifications sent.
6. Click **Save Search**.

Save Search

Job Search | My Notifications | My Applications | My Favorite Jobs | My Saved Searches | My Account Information

Signed In as Elizabeth | Sign Out

Select the checkbox and enter an email address if you want the search results for this saved search to be emailed to you.

**My Saved Search**

3. \*Name My Search NURSE

4.  Notify me when new jobs meet my criteria

5. Sent Job Agent notification to applicantemail@co.clackamas.or.us

6. Save Search

Search Name	Created On	Notification Email
ACCOUNTANT	06/09/2016	applicantemail@co.clackamas.or.us
DEPUTY	08/04/2015	applicantemail@co.clackamas.or.us
JUVENILE	05/02/2016	applicantemail@co.clackamas.or.us

\* Required Information

Return to Previous Page

Job Search | My Notifications | My Applications | My Favorite Jobs | My Saved Searches | My Account Information

Your saved searches can be viewed by clicking on the **My Saved Searches** link once you are logged in. From this page, you can run the search manually, edit the criteria, or delete the search from your account. Your search criterion stays active until you delete it or modify it.

CLACKAMAS COUNTY

My Saved Searches

Job Search | My Notifications | My Applications | My Favorite Jobs | **My Saved Searches** | My Account Information

Signed In as Elizabeth | Sign Out

The Search button performs the search and shows your results on the Job-Search page.

Search Name	Created On	Notification Email	Notification Expires On	Edit	Delete	Search
ACCOUNTANT	06/09/2016	applicantemail@co.clackamas.or.us	No Expiry			Search
DEPUTY	08/04/2015	applicantemail@co.clackamas.or.us	No Expiry			Search
JUVENILE	05/02/2016	applicantemail@co.clackamas.or.us	No Expiry			Search
NURSE	06/09/2016	applicantemail@co.clackamas.or.us	No Expiry			Search

Return to Previous Page

Job Search | My Notifications | My Applications | My Favorite Jobs | **My Saved Searches** | My Account Information