

Build a job search to get e-mail notifications of county job postings

In order to create a job notification email alert, sign in or register on the Clackamas County job search page.

1. Go to clackamas.us/des/jobs.html
2. Click on Job Seekers
3. Create an account/New User; if you already have an account, Sign In
4. Enter 'Keywords' (i.e. Deputy) in Search Jobs
5. Search
6. Click 'Save Search'
7. Name your search
8. Check the 'Email me when new jobs meet my criteria' box
9. Verify your email address or enter a new one where you want the job notifications sent
10. Save

The screenshot shows the Clackamas County Careers page. At the top left is the Clackamas County logo. The page title is "Careers". Below the header is a search bar with the text "Deputy" entered. A red circle with the number "4" is around the search bar. To the right of the search bar is a red circle with the number "5" and a red arrow pointing to the search button. Below the search bar is a "Welcome" section with a red circle and the number "3" around the "Sign In | New User" link. Below the welcome section is a list of navigation links: "View All Jobs", "My Job Notifications", "My Job Applications", "My Favorite Jobs", "My Saved Searches", and "My Account Information".

The screenshot shows the search results page for "Deputy". The search bar contains "Deputy" and a red circle with the number "6" is around the "Save Search" button. Below the search bar is a "Clear Search" link. The results show "3 jobs found for: 'Deputy'". The first job is "Deputy Sheriff, Recruit (Entry-Level) - Sworn". The job details are as follows:

| | |
|----------------------|--------------------------------|
| Job ID | 104104 |
| Location | Oregon City, Oregon |
| Department | Sheriff Uniform |
| Job Function | Law, Code, & Other Enforcement |
| Business Unit | Clackamas County |
| Posted Date | 05/10/2017 |
| Close Date | 05/19/2017 |

Cancel

Save Search

10. Save

7.

*Search Name

8.

Email me when new jobs meet my criteria

9.

*Email To

Your saved searches can be viewed by clicking on 'My Saved Searches' once you are logged in. On this page you can run the search manually, edit the criteria, or delete the search. Your search(es) remain active until you modify or delete it.

Careers

Search Jobs

»

Welcome
[Sign In](#) | [New User](#)

- View All Jobs
>
- My Job Notifications
>
- My Job Applications
>
- My Favorite Jobs
>
- My Saved Searches**
>
- My Account Information
>

My Saved Searches

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

My Saved Searches

| Search Name | Created On | Notifications Email | Notification Expires On | > |
|-------------|------------|----------------------|-------------------------|---|
| DEPUTY2 | 05/16/2017 | leibert@clackamas.us | No Expiry | <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> Click here to run your search ↓ Search </div> <div style="text-align: center;"> Click here to edit or delete your search ↓ > </div> </div> |

Cancel

Edit Saved Search

Save after editing

Save

Edit
search
criteria

*Search Name

Email me when new jobs meet my criteria

*Email To

Delete

← Delete your search