

Welcome to the Clackamas County Online Application Tutorial



Section 1: Getting Started

After reviewing this tutorial, you will be able to use the system to:

- 1) Learn about opportunities at Clackamas County**
- 2) Complete an application for employment**
- 3) Apply for specific position(s)**
- 4) Log in to the site to view your status for each position to which you have applied**



Items To Gather Before Beginning Your Application:

- 1) Your complete education, reference, and employment information

Helpful Hints:

- 1) Do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.
- 2) To protect the security of your data, the system will log you out if it detects no activity for 60 minutes. Please do not leave your computer for more than 60 minutes while completing your application for employment.

Now, You're Ready To Begin The Tutorial!

Frequently Asked Questions

Q) Where do I begin?

A) To begin the application process, please select a user name and password that you will easily remember. You should write down your user name and password, as you will need it to apply for other positions or check the status of your application the next time you visit the site.

Q) What information will I be asked to provide?

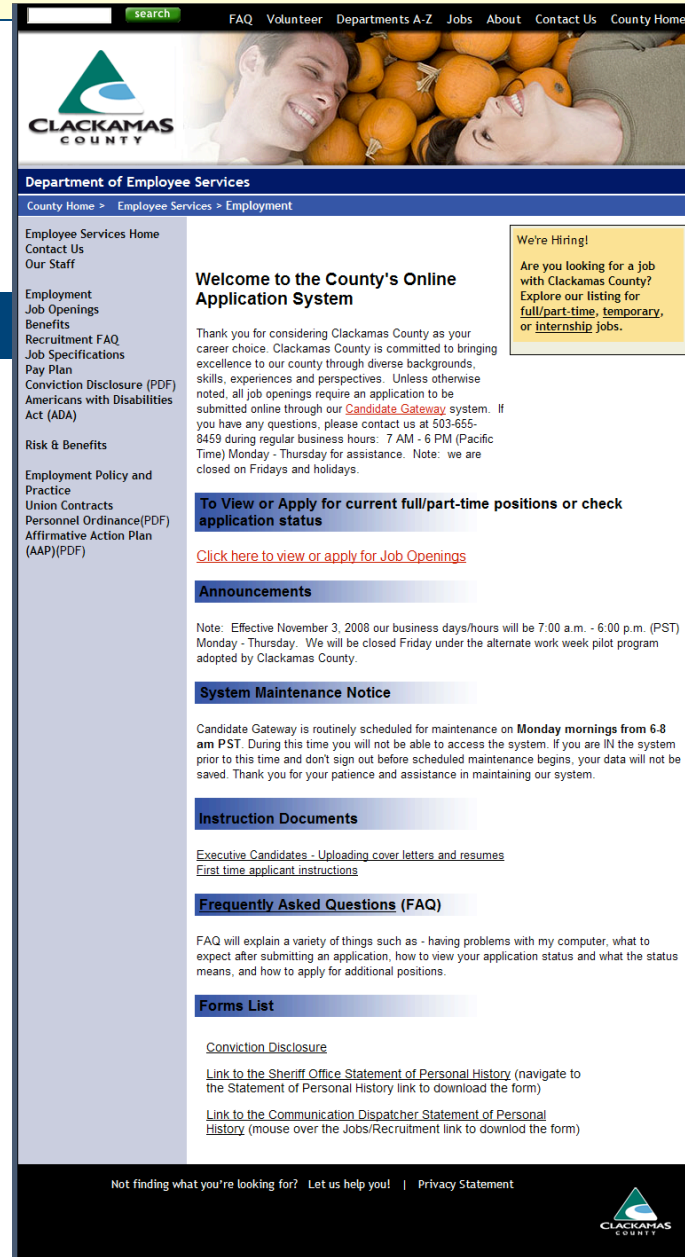
A) You will be asked to provide a valid email address, personal information such as name, address, phone number, etc. You will also be asked to provide information about your education and previous employment, as well as contact information regarding your employment history and references. Please gather this information before beginning the application.

Q) What if I want to submit a resume, cover letter, or other document?

A) Clackamas County does not accept resumes or cover letters as part of our application process. If a resume and cover letter is required, applicants will be given instructions in the job posting.

Job Information Page

Our job information page contains announcements or planned system outages. You can also download forms, instructions, or link to other resources. You are directed to this page whenever you click on any of the Job links.



search FAQ Volunteer Departments A-Z Jobs About Contact Us County Home

CLACKAMAS COUNTY

Department of Employee Services

County Home > Employee Services > Employment

Employee Services Home
Contact Us
Our Staff

Employment
Job Openings
Benefits
Recruitment FAQ
Job Specifications
Pay Plan
Conviction Disclosure (PDF)
Americans with Disabilities Act (ADA)

Risk & Benefits

Employment Policy and Practice
Union Contracts
Personnel Ordinance(PDF)
Affirmative Action Plan (AAP)(PDF)

Welcome to the County's Online Application System

Thank you for considering Clackamas County as your career choice. Clackamas County is committed to bringing excellence to our county through diverse backgrounds, skills, experiences and perspectives. Unless otherwise noted, all job openings require an application to be submitted online through our [Candidate Gateway](#) system. If you have any questions, please contact us at 503-855-8459 during regular business hours: 7 AM - 6 PM (Pacific Time) Monday - Thursday for assistance. Note: we are closed on Fridays and holidays.

We're Hiring!

Are you looking for a job with Clackamas County? Explore our listing for [full/part-time](#), [temporary](#), or [Internship](#) jobs.

To View or Apply for current full/part-time positions or check application status

[Click here to view or apply for Job Openings](#)

Announcements

Note: Effective November 3, 2008 our business days/hours will be 7:00 a.m. - 6:00 p.m. (PST) Monday - Thursday. We will be closed Friday under the alternate work week pilot program adopted by Clackamas County.

System Maintenance Notice

Candidate Gateway is routinely scheduled for maintenance on **Monday mornings from 6-8 am PST**. During this time you will not be able to access the system. If you are IN the system prior to this time and don't sign out before scheduled maintenance begins, your data will not be saved. Thank you for your patience and assistance in maintaining our system.

Instruction Documents

[Executive Candidates - Uploading cover letters and resumes](#)
[First time applicant instructions](#)

Frequently Asked Questions (FAQ)

FAQ will explain a variety of things such as - having problems with my computer, what to expect after submitting an application, how to view your application status and what the status means, and how to apply for additional positions.

Forms List

[Conviction Disclosure](#)

[Link to the Sheriff Office Statement of Personal History](#) (navigate to the Statement of Personal History link to download the form)

[Link to the Communication Dispatcher Statement of Personal History](#) (mouse over the Jobs/Recruitment link to download the form)

Not finding what you're looking for? Let us help you! | [Privacy Statement](#)

CLACKAMAS COUNTY

Step 1- Let's Get Started

Click a **Job Title** link.
For instance the
Recruit Patrol Deputy
title.

Careers

You do not have to sign in or register to look at our current job openings. All current job openings are listed below. Click on the Job Title link to view specific information on the posting, additional instructions or testing dates that may be established.

New Applicants:

When you have clicked on a job posting check box and clicked the Apply Now button, use the [Click Here to Register](#) or [Register Now](#) links that will appear. You will be prompted to create a user id and password.

Returning Applicants:

Sign in below using your user id and password you originally registered with.

Login

User Name:

Password:

Latest Job Postings

◀◀ First ◀ Previous | Next ▶ Last ▶▶

Select	Date	Job Title	Job ID	Location
<input type="checkbox"/>	04/18/2008	Labor & Employee Relations Mgr	101135	Public Health
<input type="checkbox"/>	04/10/2008	Recruit Patrol Deputy	101151	Sheriff Office-- Civil
<input type="checkbox"/>	03/28/2008	Recruit Corrections Deputy	101143	Sheriff Office - Marine
<input type="checkbox"/>	07/19/2007	Family Physician- Primary Care	100833	Public Health - Center Street

Step 2

Scroll down the page to read the job posting information and any instructions.

Job Description

Job Title: Recruit Patrol Deputy
Job ID: 101151
Location: Sheriff Office-- Civil
Full/Part Time: Full-Time
Regular/Temporary: Regular

[Apply Now](#)

[Return to Previous Page](#)

WHO MAY APPLY

Applicants MUST BE AT LEAST 21 YEARS OF AGE as of the date applying for this position. IF NOT 21 at time of application - WAIT TO APPLY. Your application will be disqualified if you are not at least 21 years of age at time of application.

PLEASE NOTE: Candidates will not receive any type of notification regarding their application until after the eRecruit CLOSING DATE.

PAY INFORMATION

RECRUIT PATROL DEPUTY - # 119

Annual Salary Range
\$37,938- \$41,848

Hourly Salary Range
\$18.23- \$20.11 Hourly (Peace Officers Association Group) + Employer-paid retirement savings program & contributions of 4% of base salary into deferred compensation plan.

ABOUT THE DEPARTMENT

The mission of the Clackamas County Sheriff's Office (CCSO) is to be a progressive and innovative organization that promotes, delivers and preserves an assurance of security, safety and quality law enforcement services to all people of Clackamas County.

The CCSO serves over 400,000 residents of the County with 385 employees. As the County's largest law enforcement agency the Sheriff's Office patrols the unincorporated areas of the county as well as several cities that have contracted with CCSO to provide law enforcement for them. The CCSO has many specialized units such as canine, motorcycle patrol, the dive team, Special Weapons and Tactics (SWAT), search and rescue, narcotics investigation (SIU), detectives and Corrections Emergency Response Team (CERT). The Sheriff's Office is also required by law to provide correctional facilities for the county and to offer support services to other agencies in the County, such as: the jail, special units and occasionally manpower.

The CCSO is committed to enhancing a diverse workforce through principles of active recruitment in the community, equal employment opportunity and positive human resource management. The Administration and staff of the Clackamas County Sheriff's Office adopts a philosophy and practice that we recognize the full potential of all employees, treating all persons with respect, fairness and

Step 3

Job Description

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Job ID: 101151
Location: Sheriff Office-- Civil
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[Apply Now](#)

[Return to Previous Page](#)

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PAY INFORMATION

RECRUIT PATROL DEPUTY - # 119

STEP 6: Sheriff Office Department interview and other post-offer tests

Eligible candidates who successfully pass Steps 1 – 5 may be invited to a Sheriff Office department interview based on hiring needs. If a conditional offer is made, candidates must also pass post-offer job-related physical and psychological evaluations.

[Apply Now](#)

[Return to Previous Page](#)

Click the **Apply Now** button at either the top or bottom of the page.

[Apply Now](#)

Step 4

Click the **click here to Register** or **Register Now** links.

click here to Register.' Below this is a login form with 'User Name:' and 'Password:' labels and corresponding input fields. At the bottom of the form are buttons for 'Login', 'Login Help', and 'Register Now'. A 'Return to Previous Page' link is located below the form. A yellow callout box on the left contains the text 'Click the click here to Register or Register Now links.' with two red arrows pointing to the 'click here to Register.' link and the 'Register Now' button."/>

Careers - Microsoft Internet Explorer

File Edit View Favorites Tools Help

PeopleSoft.

Login

You must login or register in order to continue. If you have not yet registered, [click here to Register.](#)

Login

User Name: Password:

Login Login Help Register Now

[Return to Previous Page](#)

Step 5

Fill in your chosen User Name and Password, then Confirm Password.

Keep this information in a safe place so you can use it the next time you log in.

Register

Enter Registration Information

*User Name

*Password

*Confirm Password

Register

[Return to Previous Page](#)

Step 6

Register

Enter Registration Information

*User Name

*Password

*Confirm Password

[Return to Previous Page](#)

Click the
Register
button.

Then click
the
Continue
button.

Apply Now

Choose Application

Thank you for your interest in employment with Clackamas County.

For most openings, we receive a large number of applications and the selection process is highly competitive. Because we are able to interview or test only a limited number of applicants, it is very important that you read and follow the directions on each page of the application closely. This can be time consuming, but those qualified applicants whose applications are thoroughly completed are most likely to make it to the next step in the selection process. **PLEASE READ THE INSTRUCTIONS CAREFULLY.** If you have any questions about how to complete the application, contact the Personnel Division during regular business hours at (503) 655-8459.

You can move around the application by clicking on the links for each of the application sections. Sections include: Preferences, Online Questionnaire, Education, Current and Prior Employment, References, and Languages. By using the **Save for Later** button, you can save your application at any time. You can continue to complete the application or use the **Close Application** button to navigate out of the application and back to the Careers Home page.


When you have saved your application, it will be in a Not Submitted status until you have submitted the application. When you log in, the My Career Tools will show what applications are in Not Submitted or Active status. You can click on the [Draft Applications](#) link to access the applications that you have saved, but not submitted.

When you have completed all elements of the application and are ready to submit it for consideration, you must click the **Apply Now** button to submit your application. If you do not click the **Apply Now** button by the closing date of the posting, your application will not be considered. Once an application has been submitted, you can view it under either the [Applications](#) or [Active Applications](#) link.

You can make no changes, additions, or deletions to your application for a specific job once it has been submitted. Your application or active applications link will display all applications you have submitted with the current status.

[Return to Previous Page](#)

Step 7

Click the drop-down menus to select menu options or use the  to add additional email addresses and phone numbers.

Complete all sections marked with a asterisk (*) and add any additional information below.

Click the Save button.

Save

[Careers Home](#)


[My Career Tools](#) [Logout](#)

My Profile

Please provide your name and other contact details in order to continue with the application. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

[Save](#) [Return to Previous Page](#)



Member Information

User Name: test1234
Password: [Change Password](#)
Preferred Method of contact: Not Specified 

Name

Name Prefix: 
*First Name:
Middle Name:
*Last Name:
Name Suffix: 

Address

Country: United States 
Address 1:
Address 2:
Address 3:
City: State: 
Postal:
County:

Email Addresses

Primary Email Type: 
Email Address: [Remove](#)

[+ Add Another Email Address](#)

Phone

Primary Phone Type: 
Phone Number: Extension: [Remove](#)

[+ Add Another Phone Number](#)

[Save](#) [Return to Previous Page](#)

Step 8

Complete the Preferences Page.
Use the links to navigate to the other sections of the application.
Follow the instructions on the page.

Use the Save for Later button to save your work. You can log out and finish the application at a later time. Just be sure to submit before the closing deadline.

Save for Later

When you are ready to submit your application for consideration, Use the Apply Now button.

Apply Now

The Close Application button will take you back to the Careers Home Page.

Close Application

Home | Worklist | MultiChannel

Apply Now
Complete Application

You are applying for:
[Recruit Patrol Deputy](#)

Krista Phillips
2051 Kaen Road
Oregon City, OR 97045
[Edit Profile](#)

Previous Save for Later Apply Now Close Application Careers Home Next

Preferences [Online Questionnaire](#) [Education](#) [Current and Prior Employment](#) [References](#) [Languages](#) [How did you find out about us?](#)

Preferences

Desired Start Date: BT

Minimum Hourly Rate: [How to calculate an Hourly Rate](#)

Work Profile

Desired Status (Check All that Apply)

Full-Time
 Part-Time
 Temporary (Greater than HT)
 Temporary (Less than HT)
 Temporary (On Call)
 Limited Term Assignment

Desired Hours per Week

Desired Work Days (Check All that Apply)

Weekday Weekend Saturday Only Sunday Only

Desired Shift (Check All that Apply)

Day Shift Evenings (Swing) Shift Nights (Graveyard) Shift

Preferences [Online Questionnaire](#) [Education](#) [Current and Prior Employment](#) [References](#) [Languages](#) [How did you find out about us?](#)

Previous Save for Later Apply Now Close Application Careers Home Next

Step 9

When you are ready to submit your application and have clicked the Apply Button, you will see the Self-Identification Details page.

Although the information you are asked to provide on this page is voluntary, it helps us comply with mandated federal and state reporting regulations and applicable County Code if you provide it. It will also assist Clackamas County in evaluating its Affirmative Action Plan and progress towards achieving a more diverse workforce. If you identify with more than one ethnicity, you can add more than one ethnicity, but you must mark one as primary.

If you feel you require a reasonable accommodation for completing a test, please describe your needs in the supplied text box.

Submit Online Application

Self Identification Details

Clackamas County is an Equal Opportunity Employer. All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job. Although the information you are asked to provide on this page is voluntary, it helps us comply with mandated federal and state reporting regulations and applicable County Code if you provide it. It will also assist Clackamas County in evaluating its Affirmative Action Plan and progress towards achieving a more diverse workforce. This page also serves as an Applicant Request for Accommodation Form. If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and will be requesting accommodation, the request must be made to the Department of Employee Services no later than the closing date. Applicants requesting accommodation during the selection process should complete the applicable portion of the form and may leave the rest of the form blank if they like. This information will be stored separately from your other application information and will be kept confidential except as allowed for by the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990 and applicable County Code. You are not required to complete this page and there will be no negative impact if you choose not to do so. No person involved in the selection process will have access to this information except as required to ensure compliance with applicable County Code and to ensure discrimination is avoided. If you believe your civil rights in employment matters have been violated at any time during the course of your consideration for employment, contact the Clackamas County Department of Employee Services.

*Gender: Unknown

Ethnic Group Find First 1 of 1 Last

Primary

[Add Ethnic Group](#)

I decline to provide my self identification details.

Accommodation Request

We will be happy to consider your request for accommodation. We have experience successfully accommodating applicants requiring reasonable accommodation during the selection process. The Human Resource Analyst coordinating the recruitment will contact qualified applicants who have requested accommodation prior to the next step in the selection process to discuss your accommodation needs. If you feel you require a reasonable accommodation for completing for a test, please describe your needs below.

Terms and Agreements

By clicking the **Submit** button below: (1) I authorize Clackamas County to investigate my references; to communicate with my former employers; to make an independent investigation of my character, conduct and employee history; and to keep and preserve records of such investigations as it sees fit. (2) I affirm that I release from liability any employer, person or employee supplying honest, truthful and accurate reference information regarding me and my previous employment. (3) I also release Clackamas County from all liability which may result from investigating information provided in the application materials. (4) I affirm that all information on this application is true to the best of my knowledge. (5) I understand that falsification or misrepresentation of information on this application, or on other documents in connection with my employment with Clackamas County, may result in disqualification from employment consideration and/or termination of employment, regardless of when it is discovered. (6) If employed, I agree to read and comply with Clackamas County policies and procedures.

I agree to these terms I do not agree to these terms

[Return to Previous Page](#)

Step 10

If you agree to the terms and agreements described, please click the **I agree to these terms** radio button.

This will un-grey the submit button. Click the Submit button.

Terms and Agreements

By clicking the **Submit** button below: (1) I authorize Clackamas County to investigate my references; to communicate with my former employers; to make an independent investigation of my character, conduct and employee history; and to keep and preserve records of such investigations as it sees fit. (2) I affirm that I release from liability any employer, person or employee supplying honest, truthful and accurate reference information regarding me and my previous employment. (3) I also release Clackamas County from all liability which may result from investigating information provided in the application materials. (4) I affirm that all information on this application is true to the best of my knowledge. (5) I understand that falsification or misrepresentation of information on this application, or on other documents in connection with my employment with Clackamas County, may result in disqualification from employment consideration and/or termination of employment, regardless of when it is discovered. (6) If employed, I agree to read and comply with Clackamas County policies and procedures.

I agree to these terms I do not agree to these terms

Submit

Cancel

[Return to Previous Page](#)

Step 11

Clicking the Submit button will complete the application process. Click on either the [Careers Home](#), [My Career Tools](#), or [Logout](#) links.

[Careers Home](#)

[My Career Tools](#) [Logout](#)

My Applications

✓ You have successfully submitted your job application.

My Applications

Display applications from:

Refresh

◀◀ First ◀ Previous | Next ▶ Last ▶▶

Application

Job
Opening

Status

Application Date

[Recruit Patrol Deputy](#)

101151

Applied

06/09/2008 11:02AM



**Thank you for viewing this
presentation!**