

Instructions for Uploading Attachments

Clackamas County normally does not accept resumes or other attachments for our applicants. However, some job postings may request resumes or supplemental questions. Applicants will be instructed via the job posting and through the screening questions when cover letters, resumes, or supplemental questions are part of the application process.

Login to the system using your User Name and Password. If this is the first time you are using our system, click on a job posting check box and click 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.

Each attachment needs to be an individual document and will be uploaded separately. At this time, we can only accept documents created with Microsoft Word .doc or Adobe .pdf, or rich text format .rtf. We currently have a file size limit of 5 MB per document. Any files larger than the limit will not upload and will cause a file type error.

Applicants will need to upload their attachments as part of the online application by the job opening close date to be considered for the screening process. Once an application has been submitted, you cannot view, edit, or delete the attachments.

To upload a document, navigate to the Attachments and Referrals link on the application. Use the drop down arrow to select an attachment type. In the Attachment Purpose field include the Job Opening number. You need to type the Job Opening number in this field or you will get an error. Click on the Add Attachment link. From there, you can click the Browse button and select your file from your computer to upload. When the file name is displayed, you can click the Upload button. When the file has been uploaded, you will see it listed in the Applicant Attachments section.

Careers

TO VIEW JOB POSTING INFORMATION:

- You do not have to **Login** or **Register** to look at our latest job postings.
- You may need to click on the **Next** and **Previous** buttons if more than 15 jobs are posted.
- Click on the **Job Title** link to view specific information about the position such as qualifications, responsibilities, pay and benefit information, additional instructions or testing dates that may be established.

Latest Job Postings

« First | Previous | Next | Last »

Select	Date	Job Title	Job ID	Location
<input type="checkbox"/>	10/31/2008	Communications Dispatcher 1	10342	COOM 9-1-1
<input type="checkbox"/>	10/08/2008	Recruit Patrol Deputy	101325	Sheriff's Office
<input type="checkbox"/>	09/18/2008	Family Physician- Primary Care	101189	DHS-Community Health
<input type="checkbox"/>	09/18/2008	Lateral Corrections Deputy	101309	Sheriff's Office
<input type="checkbox"/>	09/11/2008	Lateral Patrol Deputy	101305	Sheriff's Office
<input type="checkbox"/>	08/15/2008	Recruit Corrections Deputy	101290	Sheriff's Office

[Apply Now](#)

New Users: if this is the first time you are using our system, click on a job title and click the Apply Now button. Use the click here to

For **Returning Applicants**, enter your **User Name** and **Password** and click on **Login** button to login. If you do not remember your password, call our office during regular business hours (Mon-Thur, 7:00 a.m. – 6:00 p.m. PST) at 503-655-8459 and we will be happy to reset your password.

Returning Applicants

User Name:

Password:

[Login](#)

Returning applicants: log into the system using your User Name and Password

New Applicants - How to Register:

- After clicking on a **Job Title**, click on the **Apply Now** button.
- Click on the [click here to Register](#) or **Register Now** links to create an applicant account.
- You will be prompted to enter registration information that includes creating a unique **User Name** and **Password**.
- You will also be asked to **re-type the password**, just to confirm your password is spelled and entered correctly.

My Application Status

[Current Job Openings](#)






[Logout](#)

My Career Tools

Navigate to the Current Job Openings Link

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

Applicant ID: 1122

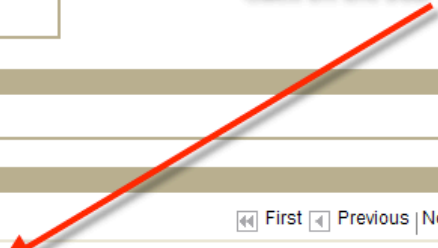
My Applications			
Display applications from: <input type="text" value="All Applications"/> <input type="button" value="Refresh"/>			
◀ First ◀ Previous Next ▶ Last ▶▶			
Application	Job Opening	Status	Application Date
 Laboratory Supervisor - #890	100002	Inactive	06/24/2005 12:00AM
 Aquatic - Program Aide 2 #185	100004	Inactive	06/20/2005 12:00AM
 Field Operations Supv-770WES	100025	Inactive	07/20/2005 12:00AM
 I.S. Software Spec. 1 (WEB)	100034	Inactive	07/28/2005 12:00AM
 Office Specialist 1&2-#631632	100039	Inactive	07/28/2005 12:00AM

Careers Home**Welcome Krista**

Click any of the Application links in the My Career Tools box to access and complete your saved applications, and review the status of your applications.

My Career Tools[24 Applications](#)[2 My Draft Applications](#)[1 My Active Applications](#)[21 My Inactive Applications](#)[My Profile](#)

Click on the Job Title you are applying for

**Notifications**

You do not have any notifications.

Latest Job Postings

First Previous Next Last

Select	Date	Job Title	Job ID	Location
<input type="checkbox"/>	11/05/2008	Employment And Training Special	101303	DHS-Community Solutions
<input type="checkbox"/>	11/05/2008	Sheriff's Recds Unit Shift Coord	101304	Sheriff's Office
<input type="checkbox"/>	11/05/2008	Case Manager	101299	DHS-Community Health
<input type="checkbox"/>	11/05/2008	Director, Water Environ Ser*	101300	Water Environment Services
<input type="checkbox"/>	11/05/2008	Labor & Employee Relations Mgr	101305	Employee Services
<input type="checkbox"/>	11/05/2008	Case Manager, Senior	101307	DHS-Social Services
<input type="checkbox"/>	08/14/2008	Nurse Practitioner Supervisor	101270	DHS-Community Health
<input type="checkbox"/>	07/24/2008	Communications Dispatcher 1	101215	CCOM 9-1-1

Apply Now

Note: If you have applied for the job title already and have a draft application, click on the My Draft Applications link to be directed to your applications. You will skip the following two screen shots and pick up the instructions at the Complete Application screen shot.

Job Description

Job Title: Employment And Training Specia

Job ID: 101303

Review the posting and click on Apply Now

Closing Date: 11/05/2008

Location: DHS-Community Solutions

Full/Part Time: Full-Time

Regular/Temporary: Regular

[Apply Now](#)

[Return to Previous Page](#)

JOB INTRODUCTION

Most competitive candidate...

WORK SCHEDULE

This position is included in the County's alternate workweek pilot program, working 40 (or 37.5) hours during a standard workweek of Monday through Thursday (Fridays off). The pilot program begins 2009 and is scheduled during the year. This schedule may be...

Submitting the Online Application

- When you have saved your application, it will be in a **Not Applied** status until you have *Submitted* the application.
- **IMPORTANT:** When you have completed all application sections and are ready to submit it for consideration, you must click the **Submit Application** button. This will take you to the Submit Online Application page. If you agree to the **Terms and Agreements** described at the bottom of the page, please **click the *I agree to these terms* button**. This will un-grey the Submit button.
- Clicking the **Submit** button will complete the application process and change your status to Applied.
- If you do not click the **Submit Application** and **Submit** button by the closing date of the posting, your application will not be considered.

Reviewing Your Application for Completeness:

- You can review ALL your application statuses including the applications that you have *Saved*, but not submitted for consideration **by clicking on any of the Application links** displayed in the "My Career Tools" box.
- You **may sort the "My Applications" list** by clicking on any of the headers. For example, if you click on the "Status" heading, it will sort your statuses in alphabetical order.
- We strongly encourage you to **REVIEW your application for completeness** after you have submitted it. Incomplete information may result in the **inactivation of your application**.
- By clicking on the **MY ACTIVE APPLICATIONS** link displayed in the "My Career Tools" box & clicking on the applicable **JOB TITLE** link, you can verify you submitted a **COMPLETE** application by clicking on the different section links. **Please Note:** *You can make no changes, additions, or deletions to your application for a specific job once it has been submitted.*

Please read the instructions and click the Continue button when finished

[Continue](#)

[Return to Previous Page](#)

Apply Now

Complete Application

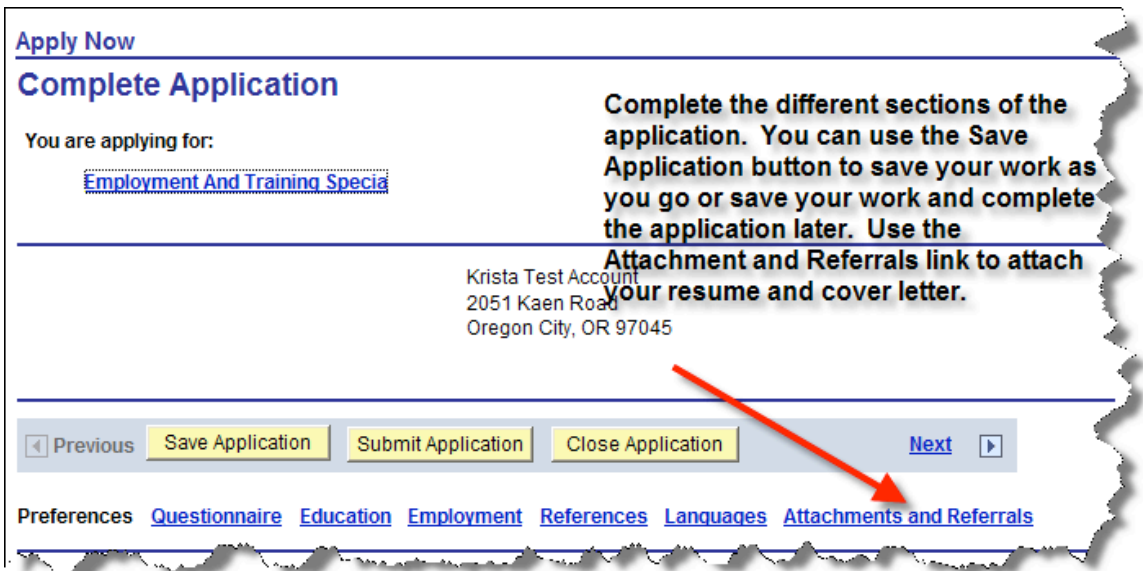
You are applying for:
[Employment And Training Special](#)

Krista Test Account
2051 Kaen Road
Oregon City, OR 97045

Complete the different sections of the application. You can use the Save Application button to save your work as you go or save your work and complete the application later. Use the Attachment and Referrals link to attach your resume and cover letter.

◀ Previous Save Application Submit Application Close Application Next ▶

Preferences [Questionnaire](#) [Education](#) [Employment](#) [References](#) [Languages](#) [Attachments and Referrals](#)



Apply Now

Complete Application

You are applying for:
[Employment And Training Special](#)

Krista Test Account
2051 Kaen Road
Oregon City, OR 97045

Click the Add Attachment link

◀ Previous Save Application Submit Application Close Application Next ▶

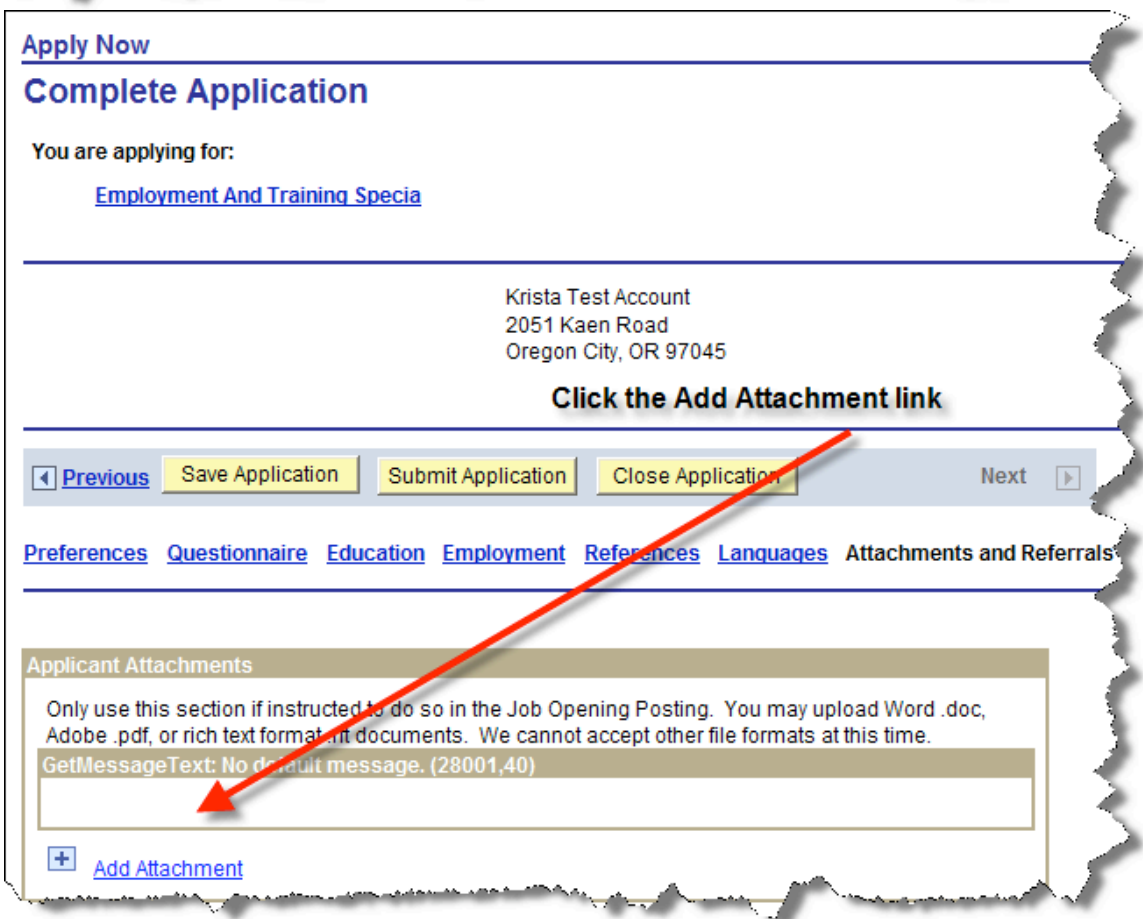
Preferences [Questionnaire](#) [Education](#) [Employment](#) [References](#) [Languages](#) [Attachments and Referrals](#)

Applicant Attachments

Only use this section if instructed to do so in the Job Opening Posting. You may upload Word .doc, Adobe .pdf, or rich text format .rtf documents. We cannot accept other file formats at this time.

GetMessageText: No default message. (28001,40)

+ [Add Attachment](#)



- Use the drop down arrow to select an attachment type
- Cover Letter
 - Executive Resume
 - Resume

- Professional References
- Supplemental Questions

My Attachments and Cover Letters

Add Attachments

Cover Letters and Attachments

*Attachment Type:

*Attachment Purpose:

[Add Attachment](#)

In the Attachment Purpose field include the Job Opening number. You need to type the Job Opening number in this field or you will get an error.

My Attachments and Cover Letters

Add Attachments

Cover Letters and Attachments

*Attachment Type:


*Attachment Purpose:
[Add Attachment](#)

Click on the Add Attachment link.


My Attachments and Cover Letters

Add Attachments


Cover Letters and Attachments


*Attachment Type: 

*Attachment Purpose:

[Add Attachment](#) 

From there, you can click the Browse button and select your file from your computer to upload.





When the file name is displayed, you can click the Upload button.

My Attachments and Cover Letters

Add Attachments

Cover Letters and Attachments

*Attachment Type:

*Attachment Purpose:

[Cover Letter.doc](#)

Click the Save & Return button.

OR

You can repeat the process by clicking on the Save & Add More to upload your cover letter

2051 Kaen Road
Oregon City, OR 97045

[Previous](#) [Next](#)

[Preferences](#) [Questionnaire](#) [References](#) [Attachments and Referrals](#)

Applicant Attachments

Only use this section if instructed to do so in the Job Opening Posting. You may upload Word .doc, Adobe .pdf, or rich text format .rtf documents. We cannot accept other file formats at this time.

[Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-2 of 2 | [Last](#)

phone_list_last_name_first_9-08.doc	Attachment Type	Uploaded	Edit Attachment
phone_list_last_name_first_9-08.doc	Cover Letters	11/05/2008 11:49AM	Edit Attachment
LeaveReq.doc	Executive Resume	11/05/2008 11:50AM	Edit Attachment

You can view the list of uploaded documents in the Applicant Attachments section. You can edit or delete attachments until you have submitted the application. Once the application has been submitted, you cannot view, edit, or delete the attachments.