

HOW TO GET A JOB WITH THE COUNTY OF SACRAMENTO

SACRAMENTO COUNTY WORKS FOR YOU



COME WORK WITH US!!

WHERE TO START?

www.saccountyjobs.net

Here at the County of Sacramento, we know that getting a job can sometimes be a difficult thing to do. We want to help you not only get a job, but establish a great career. This brochure has been designed to ease the application process and help to prepare you for a career with the County of Sacramento...

STEP 1:

Finding the Job!!

1. To find out what jobs are open, go to www.saccountyjobs.net or refer to the “Visit Us Here” section of this brochure.
2. Obtain a copy of the job announcement, a Sacramento County application and supplemental questionnaire (if applicable).
3. Read the job announcement and application thoroughly. Check the minimum requirements for the job to see if you qualify.
4. Evaluate your own experience and education to determine if you have related training and or experience.
5. Your application will be rejected if you substitute a resume for the experience section of the application form.

STEP 2:

Completing the Application Materials...

1. The easiest way is to apply on-line at www.saccountyjobs.net. For your convenience, computer kiosks are available for your use at the Employment Services Division located at 700 H Street, Room 4667, Sacramento, CA 95814.
2. If completing a hard copy application, complete the application and supplemental questionnaire (if required). Remember to include all the important information about your experience for each position.
 - Type or print in ink neatly.
 - Sign & date your application.
 - Attach any required documents (transcripts, diplomas, certificates, licenses, supplemental questionnaire responses).
 - Make a copy of all application materials for your records.
3. If applying on-line, you may attach documents to your online application, mail, hand deliver or fax any additional required documents to the Employment Services Division.

STEP 3:

Submitting Your Application...

1. Submit on-line or you can mail, hand-deliver or even fax your application materials to us.
2. Remember, you must submit your application within the filing period on the job announcement, but no later than 5:00 pm (Pacific Time) on the final filing date or current cut-off date. Postmarks are not accepted.
3. If you have a disability and need special accommodations, please notify the Employment Services Division prior to the final filing date.

STEP 4:

What Should I Expect?

1. You can expect to have your application reviewed for minimum qualifications.
2. If your application meets the minimum qualifications your application will move onto the next phase of the exam process...the examination.
3. If you do not meet the minimum qualifications, you will receive a notification letter within 2 weeks after the final filing date.
4. If you do not agree with the letter, you will have 7 calendar days to submit additional information.

STEP 5:

Test Administration...

1. Refer to the announcement or notification letter for the type of examination you will be taking. (Formula Rate examinations require no personal interaction, as candidates are evaluated on their training and experience and will not be given a test date).
2. Test is administered or experience and training evaluated.
3. You will receive your rank within 2 to 4 weeks. (Written exams are 4-6 weeks)
4. An eligible list is established.
5. Departments are allowed to interview candidates in the top 3 ranks, and may select any candidate within those ranks.
6. As names/ranks are cleared, additional ranks on the list are available to departments to interview from.

STEP 6:

Employment...

1. When you are hired, you will serve a probationary period. The probationary period is an extension of the testing process and can last from a period of six months up to a year.
2. When you have successfully completed your probation, you will become a regular employee with the County of Sacramento.

VISIT US HERE...

Sacramento County Employment Services Division
700 H Street, Room 4667
Sacramento, CA 95814
Jobline: (916) 874-JOBS (874-5627)
www.saccountyjobs.net