



HOW TO GET A JOB WITH THE COUNTY OF SACRAMENTO

SACRAMENTO COUNTY WORKS FOR YOU

COME WORK WITH US!!

WHERE TO START?

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, refer to the "Visit Us Here" section of this brochure.
2. Obtain a copy of the 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. Prepare a rough draft first of what you intend to include on your application.
6. 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. Complete the application and supplemental questionnaire (if required). Remember to include all the important information about your experience for each position.
2. Type or print in ink neatly.
3. Sign & date your application.
4. Attach any required documents (transcripts, diplomas, certificates, licenses, supplemental questionnaire responses).
5. Make a copy of all application materials for your records.

STEP 3:

Submitting Your Application.....

1. You can mail, hand-deliver or even fax your application materials to us (A signed copy must be submitted as well). For certain jobs you can even apply on-line!
2. Submit your application materials to the front desk receptionist or designated location as indicated on the announcement.
3. Remember, you must submit your application on time! Postmarks are not accepted.
4. If you have a disability and need special accommodations please notify the Employment Office prior to the final filing date.

STEP 4:

What Should I Expect?

1. You can expect to have your application reviewed for minimum qualification.
2. If your application meets the minimum qualifications and/or you are among the most qualified applicants, you will receive a letter within 2 to 3 weeks after the final filing date, which will inform you of the examination date, time and location.
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.
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, the ranks are shifted upward on the list.

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 Office

Apply in person at:

609 9th St.

Sacramento, CA 95814

Jobline: (916) 874-JOBS