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. Find out what jobs are open at www.SacCountyJobs.net.

2. Read the job announcement and application thoroughly. Check the minimum requirements for the job to see if you qualify.

3. Evaluate your own experience and education to determine if you have related training and or experience.

4. 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. Apply online at www.SacCountyJobs.net. For your convenience, computer kiosks are available for your use at the Employment Services Division located at 700 H Street, Suite 4667, Sacramento, CA 95814.

2. Complete the application and supplemental questionnaire (if required).

   - Remember to include all the important information about your experience for each position listed in the experience section of the application.

   - You can upload electronic copies of required documents during the online application process. You can also submit additional and/or required documentation by email at EmployOffice@SacCounty.net, fax (916) 854-9117, mail, or in person at the Employment Services Division, 700 H Street, Suite 4667 (4th floor), Sacramento, CA 95814. These documents should be submitted by the final filing or cut-off date. The title of the position you are applying for, your name, the last 4 digits of your social security number or applicant ID#, and your phone number should be indicated on each page. Please make sure all copies are legible (especially faxes).

STEP 3: Submitting Your Application…

1. Submit online.
2. Remember, you must submit your application within the filing period stated on the job announcement, but no later than 5:00 pm (Pacific Time) on the final filing date or current cut-off date.
3. Applicants with disabilities requesting an applicable ADA testing accommodation may review the Job Applicant Exam Reasonable Accommodation Information and must submit an Employment Exam Reasonable Accommodation Online Request Form or Word Request Form, with required documentation, to the Disability Compliance Office (DCO) by the Exam's final filing date. If you have questions or need assistance, contact the Disability Compliance Office at (916) 874-7642 (CA Relay Service 711) or email DCO@saccounty.net

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 on to the next phase of the exam process…the examination.
3. If you do not meet the minimum qualifications, you will receive an email notification within 2 weeks after the final filing date.

   - If you do not agree with the disqualification, you will have 5 calendar days to submit additional information.

STEP 5: Test Administration…

1. Refer to the announcement or email notification 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 is evaluated.
3. Rank notices are typically distributed within one to three weeks of the exam administration.
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 probation period. The probation 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.

County of Sacramento, Employment Services
Division 700 H Street, Suite 4667
Phone: (916) 874-5593
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