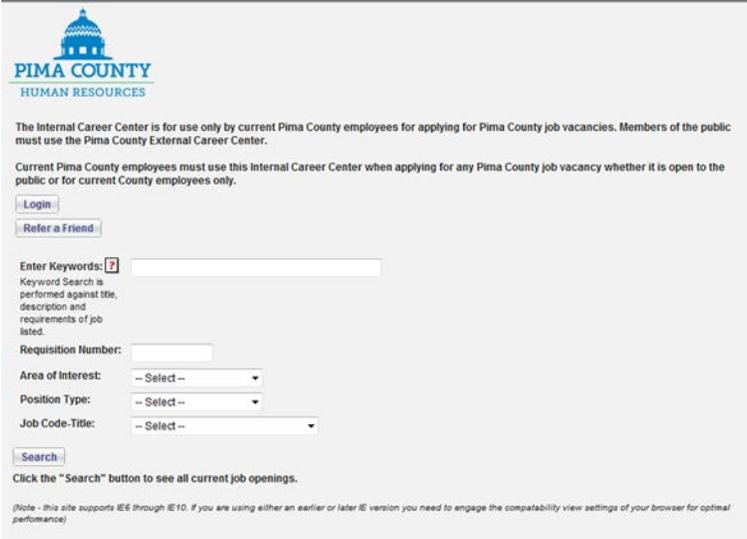


ACCESS INTERNAL CAREER CENTER: FOR PIMA COUNTY EMPLOYEES

Current Pima County employees MUST search and apply to positions available within Pima County ONLY through the Internal Career Center. Access to the Internal Career Center (ICC) is through the Employee Self Service (ESS) portal. County-Only recruitments will only be advertised in the Internal Career Center.

NOTE: If a current employee uses the External Career Center to apply for a position and is hired, all work history with Pima County may be overwritten.

Step	Action
1	The link is located in the Employee Self-Service (ESS) portal.
2	<p>Internal Career Center will open.</p> <p>Click Login and follow the prompt to login and establish your account and security questions, if applicable.</p> 

CREATE A CANDIDATE PROFILE

The career center collects information such as personal information, employment and education history, and job assessments in a candidate's profile. When a candidate applies for a job, the profile is linked to the requisition.

Step	Action																					
1	<p>Click My Tasks</p> 																					
2	<p>Under my Pending Tasks>Action column, select Start to begin the Employee Profile.</p> <table border="1" data-bbox="639 1682 1479 1881"> <thead> <tr> <th colspan="3">my Pending Tasks</th> </tr> <tr> <th>Task</th> <th>Job Title</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Employee Profile</td> <td></td> <td>Start</td> </tr> <tr> <td>Personal Information</td> <td></td> <td>Start</td> </tr> <tr> <td>Driver's License Information</td> <td></td> <td>Start</td> </tr> <tr> <td>Employment History</td> <td></td> <td>Start</td> </tr> <tr> <td>Education History</td> <td></td> <td>Start</td> </tr> </tbody> </table>	my Pending Tasks			Task	Job Title	Action	Employee Profile		Start	Personal Information		Start	Driver's License Information		Start	Employment History		Start	Education History		Start
my Pending Tasks																						
Task	Job Title	Action																				
Employee Profile		Start																				
Personal Information		Start																				
Driver's License Information		Start																				
Employment History		Start																				
Education History		Start																				

3

Your information will be displayed.
For a profile to be considered complete, all required information must be populated.

You can upload a resume if desired.

The screenshot shows a web interface with a top navigation bar containing 'Logout', 'New Search', 'My Tasks', and 'My Account'. Below this are links for 'What is a JobAgent?' and 'myJobAgent'. A message states: 'This tool will electronically extract the content of your resume and populate many fields within your profile.' There is an 'Import Resume' section with a 'File Name:' field, a 'Browse...' button, and a 'Submit' button. The 'Contact Profile' section contains several fields: 'Legal First Name' (Kristin), 'Legal Middle Name', 'Legal Last Name', 'Preferred Name' (Kristin), 'Email Address' (kjtestve@gmail.com), 'Address' (150 W Congress), 'Address 2' (4th floor), 'City' (Tucson), 'Country' (U.S.), 'State/Province' (Arizona), 'ZIP/Postal Code' (85701), 'Primary Phone' (5207248076), and 'Secondary Phone'. A note at the bottom says 'Please list which Departments you DO NOT wish to work in.'

4

When information is completed, click the **Confirm** button at the bottom of the screen.
If the information is correct, click **Submit**.

5

Continue to complete the screens and submitting the information until your profile is complete.
The last task is to Save and Exit your profile.

The screenshot shows a 'Save and Exit' section with a certification statement: 'I hereby certify that all statements made in this application are true and correct to the best of my knowledge and belief. I authorize past employers, schools, persons and organizations having relevant information or knowledge to release to Pima County for its use in deciding whether or not to offer me employment and specifically waive any required written notification. I hereby release employers, schools, persons and organizations from all liability in responding to inquiries in connection with my application. Upon written request by me, within a reasonable period of time, Pima County will make available to me the nature and scope of all reports of every type obtained.' Below this is a checkbox 'I Agree' which is checked. There is an 'eSignature' section with the text 'The information provided above is correct to the best of my knowledge, and I bear testimony.' and a 'First & Last Name' field. At the bottom are 'Cancel' and 'Submit' buttons.

6

You will need to provide your password to complete your eSignature.

The screenshot shows an 'eSignature validation' dialog box with the text: 'The information provided above is correct to the best of my knowledge, and I bear testimony.' Below this is a 'Password:' field with masked characters. At the bottom are 'Cancel' and 'Submit' buttons.

7

Once you have finished all tasks, your profile has been completed.

Note: After applying for a job or being offered a position, additional tasks may appear.

my Completed Tasks		
Task	Job Title	Action
Employee Profile		Edit View
Personal Information		Edit View
Driver's License Information		Edit View
Employment History		Edit View
Education History		Edit View
Save and Exit		Edit View

SEARCHING FOR AND APPLYING FOR A JOB

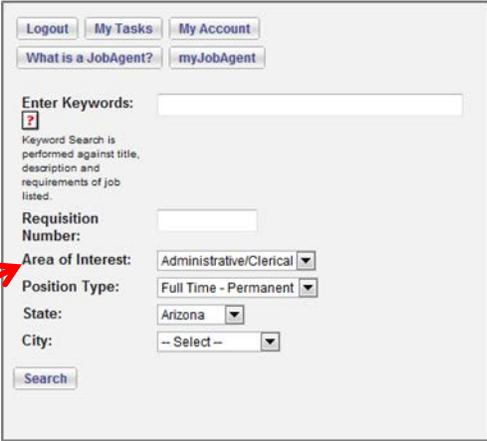
Step	Action
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1 To find an open position, you may search by:

- Keyword
- Requisition Number
- Area of Interest
- Position Type
- Location (City)

To search ALL openings, click **Search**.

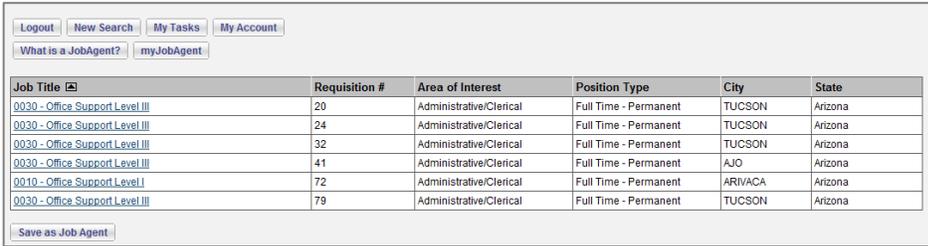
In this example, search by Area of Interest which allows a candidate to view all open requisitions in a particular area of interest. From the search screen, select an area of interest. Click **Search**.



The screenshot shows a search form with the following fields: 'Enter Keywords' (text input), 'Requisition Number' (text input), 'Area of Interest' (dropdown menu with 'Administrative/Clerical' selected), 'Position Type' (dropdown menu with 'Full Time - Permanent' selected), 'State' (dropdown menu with 'Arizona' selected), and 'City' (dropdown menu with '-- Select --' selected). A red arrow points to the 'Area of Interest' dropdown.

2 A list of all openings in that Area of Interest will appear.

To view an open position, click the job title, which is a link to the requisition.

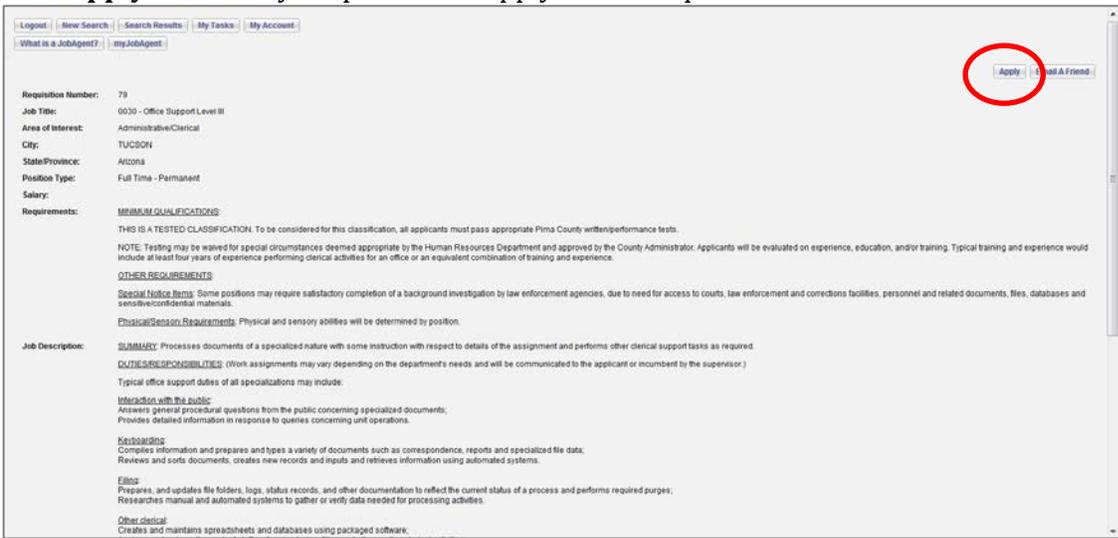


The screenshot shows a table of search results with the following columns: Job Title, Requisition #, Area of Interest, Position Type, City, and State. The job titles are hyperlinks.

Job Title	Requisition #	Area of Interest	Position Type	City	State
0030 - Office Support Level III	20	Administrative/Clerical	Full Time - Permanent	TUCSON	Arizona
0030 - Office Support Level III	24	Administrative/Clerical	Full Time - Permanent	TUCSON	Arizona
0030 - Office Support Level III	32	Administrative/Clerical	Full Time - Permanent	TUCSON	Arizona
0030 - Office Support Level III	41	Administrative/Clerical	Full Time - Permanent	AJO	Arizona
0010 - Office Support Level I	72	Administrative/Clerical	Full Time - Permanent	ARIZONA	Arizona
0030 - Office Support Level III	79	Administrative/Clerical	Full Time - Permanent	TUCSON	Arizona

3 The requisition will appear.

Click **Apply** to submit your profile and apply to that requisition.



The screenshot shows the details for Requisition # 79. The 'Apply' button is circled in red. The page includes sections for 'Requirements', 'Job Description', and 'Other Requirements'.

Requirements: MINIMUM QUALIFICATIONS: THIS IS A TESTED CLASSIFICATION. To be considered for this classification, all applicants must pass appropriate Pima County written performance tests. NOTE: Testing may be waived for special circumstances deemed appropriate by the Human Resources Department and approved by the County Administrator. Applicants will be evaluated on experience, education, and/or training. Typical training and experience would include at least four years of experience performing clerical activities for an office or an equivalent combination of training and experience.

Job Description: SUMMARY: Processes documents of a specialized nature with some instruction with respect to details of the assignment and performs other clerical support tasks as required. DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.) Typical office support duties of all specializations may include: Interaction with the public: Assesses general/procedural questions from the public concerning specialized documents; Provides detailed information in response to queries concerning unit operations. Key tasks: Compiles information and prepares and types a variety of documents such as correspondence, reports and specialized file data; Reviews and sorts documents, creates new records and inputs and retrieves information using automated systems. Files: Prepares, and updates file folders, logs, status records, and other documentation to reflect the current status of a process and performs required purges; Researches manual and automated systems to gather or verify data needed for processing activities. Other clerical: Creates and maintains spreadsheets and databases using packaged software.

4 **Requisitions with Assessments:**

If the requisition has required assessments, they will display as soon as the candidate applies for the position.

Answer all questions in the assessment and click the **Submit** button.

Office Support Series (Bilingual)	
Question	Answer
1Do you speak Spanish fluently?:	-- Select --
2Do you read Spanish?:	-- Select --
3Do you write Spanish?:	-- Select --

Office Support Series (Experience)	
ALL training and/or experience must be verifiable and reflected on your application.	
How much training and/or experience do you have performing the following tasks?	
Question	Answer
General Clerical Work:	4 + years experience
Telephone reception / Operator / PBX:	None
Desk Reception:	6 months - 2 years
Filing:	4 + years experience
Microfiche/microfilm operation:	None
Ten-key/calculator operation:	4 + years experience
Patient billing (including AHCCCS, Medicare and private insurance):	None
Handling money (cashiering or issuing/receiving money):	4 + years experience
Setting appointments and calendaring (manual or computerized):	4 + years experience
Desktop publishing (creating professional printed material - PhotoShop, Adobe, etc):	2 - 4 years experience
Bookkeeping (manual or computerized):	Less than 6 months
Payroll (includes process, verify, and calculate timesheets, etc):	6 months - 2 years
Inventory:	6 months - 2 years
Word processing (Word, WordPerfect, etc.):	4 + years experience
Data entry (entering info into a computer system):	4 + years experience
Spreadsheets (Excel, Quattro Pro, etc.):	4 + years experience
Database applications (Access, Sigma, ACIC, NCIC, FORCE, etc.):	6 months - 2 years
E-mail (Outlook, etc):	4 + years experience
Accounts payable:	6 months - 2 years
Accounts receivable:	6 months - 2 years
Using medical terminology on the job (verbal & written):	None
Using legal terminology on the job (verbal & written):	None
Lead or supervisory responsibility:	2 - 4 years experience

5 The application (your profile) has been submitted, however, there may still be tasks to be completed. Go to myTasks to view your Pending Tasks.

Upon completion of the tasks, the candidate must complete the eSignature and final submittal task in order for the application to change from draft to final.

Thank you ! Your application has been submitted !

Logout | New Search | Search Results | My Tasks | My Account

What is a JobAgent? | myJobAgent

my Pending Tasks			
Task	Job Title		Action
Employment History			Start
Education History			Start
References			Start
Education Supplement			Start
Coursework Supplement			Start
Office Support Series			Start
Certification and Release			Start

my Submittals			
Job Title	City	State	Action
0030 - Office Support Level III	TUCSON	Arizona	

my Completed Tasks			
Task	Job Title		Action
Assessment	0030 - Office Support Level III		
Candidate Profile			Edit View
EEO Information			View
Personal Information			Edit View

Candidates can return to this page at any time to update completed Tasks. (Click Edit)

Note: If a candidate applies for a position but does not complete the tasks, the candidate's application will be incomplete. The candidate will not be considered for the position.

Go to Create Candidate Profile in this manual for instructions on completing tasks.

SEARCHING FOR AND APPLYING FOR A JOB

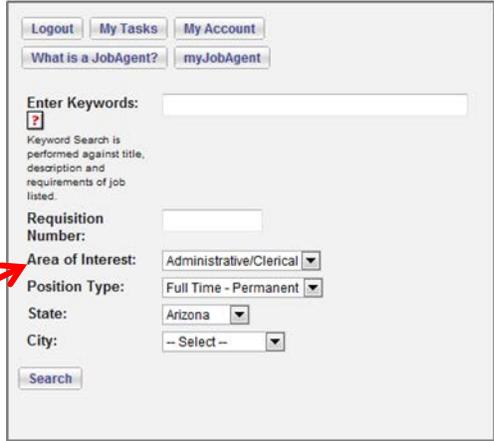
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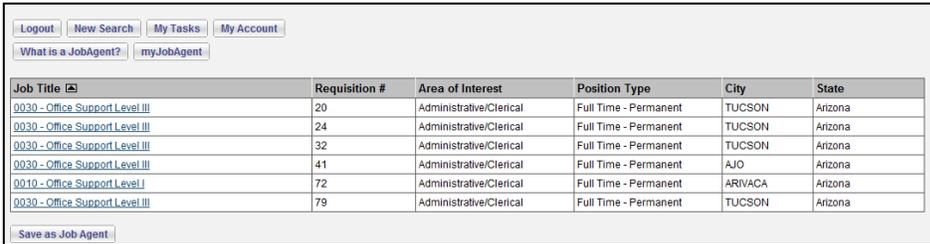
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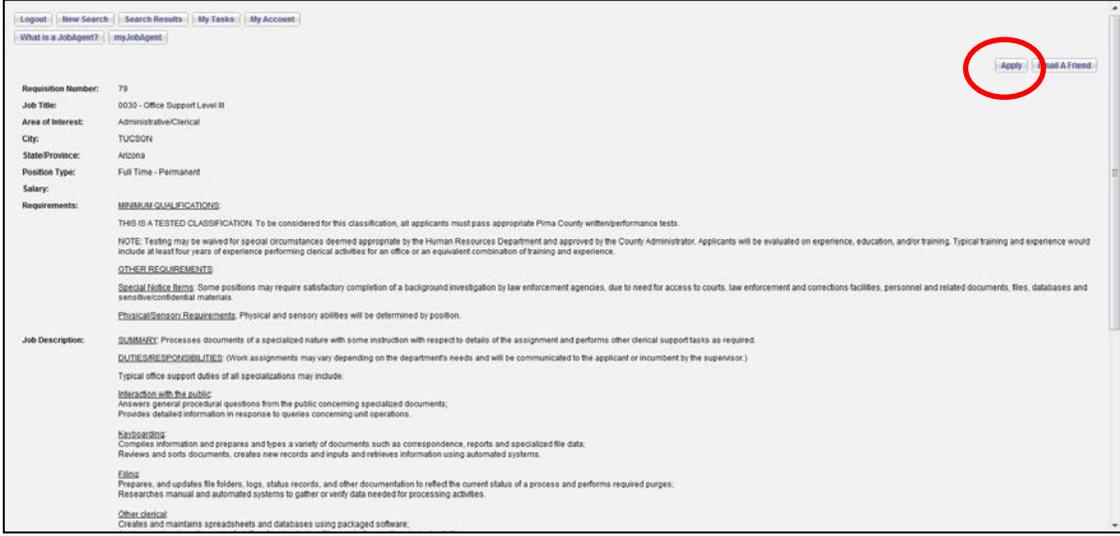


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0010 - Office Support Level I	72	Administrative/Clerical	Full Time - Permanent	ARIVACA	Arizona
0030 - Office Support Level III	79	Administrative/Clerical	Full Time - Permanent	TUCSON	Arizona

3 The requisition will appear.

Click **Apply** to submit your profile and apply to that requisition.



The screenshot shows the details for Requisition # 79. The 'Apply' button is circled in red. The page includes fields for Requisition Number, Job Title, Area of Interest, City, State/Province, Position Type, Salary, and Requirements. The requirements section includes a note about testing, other requirements, special notice items, physical/sensor requirements, job description, interaction with the public, keyboarding, ethics, and other clerical duties.

4 **Requisitions with Assessments:**

If the requisition has required assessments, they will display as soon as the candidate applies for the position.

Answer all questions in the assessment and click the **Submit** button.

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