

# PATH TO COUNTY SERVICE

## EXAM ADMINISTERED

A technician will review your application. If you meet the minimum qualifications, your exam will be scored. If additional information is needed, the technician will reach out via email.

## FILL OUT APPLICATION

Be as specific and detailed about your experience as possible. Resumes will not be accepted in place of the online application.

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## SEARCH FOR JOBS

Search on **SacCountyJobs.net**. Be sure to check that you meet the minimum qualifications before applying!

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## SUBMIT APPLICATION

Complete the application and supplemental questionnaire. Be sure to upload any required documents (transcripts, certificates, etc.) Verify all information is correct and complete, then submit your application by 5:00 PM on the cut-off date.

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## ELIGIBLE LIST

You will receive notice regarding if you passed the exam. If you did, you will also be notified of your rank. Your name is placed on the eligible list and sent to hiring managers when there is an opening. You remain on the eligible list for one year.

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## INTERVIEW PROCESS



### SEARCH FOR JOBS AND LOG IN

- Visit [SacCountyJobs.net](http://SacCountyJobs.net) to browse jobs.
- Click on the job to learn more and review minimum qualifications.
- Evaluate your experience and education to determine if you meet the minimum qualifications.
- From the job posting, click the green “apply” button.
- Log in or create a new account by entering an email, username, and password.
- A link will be sent to your email to verify your new account. Once your account is verified, you can log in.

### FILL OUT THE APPLICATION

- Fill out your general and personal information in the Info section.
- Enter your work experience and job duties. Be sure to include all information about your experience related to the minimum qualifications. Your application will be rejected if you submit a resume in place of the experience section.
- Complete the optional sections if you would like to provide more information.

**Note:** If you are using education to meet the minimum qualifications, complete the Education section and attach proof.

### ANSWER THE AGENCY QUESTIONS

- Answer the agency questions. These are an essential part of the testing process.
- Questions identified with an asterisk require a response and you will not be able to submit your application if those questions are left unanswered.

**Note:** Requests for disability (ADA) accommodation will be considered on a case-by-case basis. For accommodation inquiries, contact the Disability Compliance Office at (916) 874-7642/TTY: 874-7647/CA Relay 711.

### COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE

- Unless otherwise stated, the Supplemental Questionnaire is the **Civil Service Exam**.
- The Supplemental Questionnaire and the Application are administered as two separate documents. The Application is used only to determine if the minimum qualifications are met; the Supplemental Questionnaire will be used only to determine your exam score.
- Complete all questions with concise but detailed answers. Each answer will be scored separately.

**Note:** Answers such as 'See Resume' will not be scored.

### REVIEW, CERTIFY, & SUBMIT

- Review each application section and make any edits.
- Click “Proceed to Certify and Submit.”
- Click “Accept and Submit.”
- An “Application Submitted” message confirms that you have applied for the job.

**Note:** Once your application is submitted, changes cannot be made to the application or exam.

Check out jobs, duties, and  
requirements:

[www.SacCountyJobs.net](http://www.SacCountyJobs.net)

