How To: Search for Job Openings and Create Job Agents- External Applicant

Basic Job Search

Users can search for job listings based on **keywords** or **posting date**. Once a search parameter is entered, a list of matching jobs will be returned in the **Search Results** window. From here, you can click on a job title to view further details and apply for the position.

Advanced Job Search

Users can enter additional criteria to further narrow their search results. Once a search is performed, it may be saved. In order to search for Comptroller job postings only, please use one of the following options:

1. Under **Select Locations**, scroll down and select **County Comptroller**.

2. Under **Select Job Families**, scroll down and select **Comptroller's Office**.


Any available positions will be displayed in the Search Results window. From here, you can click on a job title to view further details and apply for the position.

Saved Searches and Job Agent Notifications

Users can save their search as a Job Agent. A Job Agent will continually search new job postings on behalf of the user. If there is a criteria match, the system will notify the user via email.

1. Open the **Advanced Search** window.
2. Select **Comptroller** from one of the two locations listed above. Add any other desired job criteria (full-time, desired pay, etc.)
3. Instead of choosing Search, select the **Save Search** option

4. You will be asked to either log-in or register.
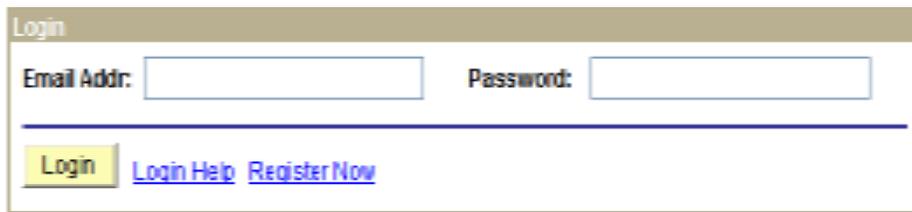
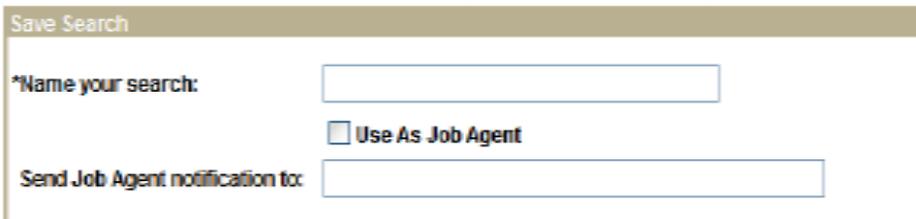| Login			
Email Addr: [ ]		Password: [ ]	
Login Login Help Register Now			

5. Create a descriptive name for your saved search.

6. Select the **Use Job Agent** box.

7. Enter the email address to which you would like the job notifications sent.

Save Search	
*Name your search: [ ]	
☐ Use As Job Agent	
Send Job Agent notification to: [ ]	

8. Click **Save Search**. You can view this list at anytime by clicking on the **My Saved Searches** icon at the top of the screen.