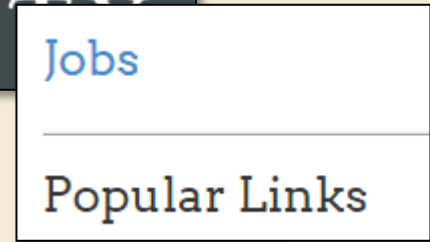


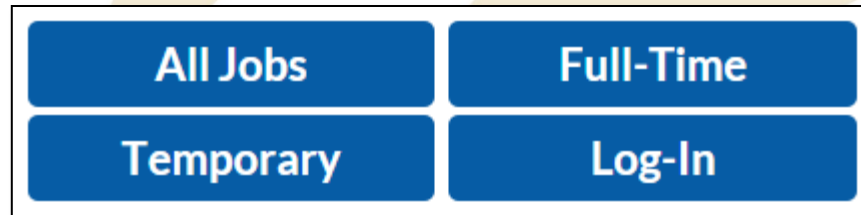
CREATING A PROFILE

CREATING A PROFILE

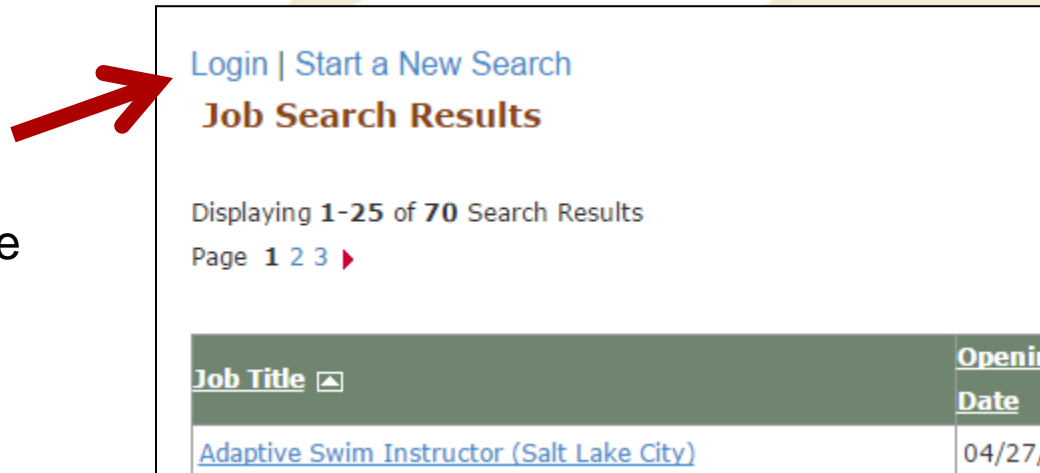
Visit **slco.org** and select **Jobs**



Or visit **jobs.slco.org** and select the **Job Category**



Login to create your profile



***=Required**

Registered Users

If you have already registered and created an application profile, login here.

*Email Address:
Ensure your e-mail address is correct prior to "clicking" Submit.

*Password:

*How did you hear about us?:

*Specifically, what source?:

[Forgot your password?](#)

Complete all required fields (*) in the **Create a New User Account** area.

Enter the designated confirmation words and select **Submit**.

Create a New User Account

Do not create more than one account.

If you are having difficulty accessing your existing account call 385-468-0570.

New Users will need to complete the information below to create a new account and application profile.

*Email Address:


- **Do not use an e-mail address that is not your own. E-mail accounts are available for free from different providers (e.g. Gmail, Hotmail and Yahoo).**
- **Ensure your e-mail address is correct prior to "clicking" Submit and that you intend to use it for all notifications.**

*Password:
(At least 8 characters, including a letter, number & special character (such as @, !, >, etc.).

*Confirm Password:

*How did you hear about us?:

*Specifically, what source?:



Enter the two words in the box separated by a space

Select and answer one question from each drop down box and select **Submit** when complete.

Challenge Questions			
*1:	What was the name of your favorite teacher?	▼	Ms. Johnson (Answer)
*2:	Who is a memorable person from your childhood?	▼	my grandpa (Answer)
*3:	What was your favorite toy when you were a child?	▼	action figure (Answer)

Cancel **Submit**

Complete all required fields. (*)

A résumé may be imported or entered manually. It may be edited or updated at any time once a profile is successfully created.

Once all information is complete, select **Confirm**.

***=Required**

Contact Profile

*** First Name:** Jenny **Middle Initial:** *** Last Name:** Jones

Please enter your name exactly as it appears on your Social Security Card.

*** Email Address:** jenny@hotmail.com

*** Address:** 1234 American Ave

Address 2:

*** City:** SLC *** State/Province:** Utah *** Zip/Postal Code:**

*** Primary Phone Number:** 8019 **Alternate Phone Number:**

Please enter numbers only, no dashes. Please enter numbers only, no dashes.

Educational Profile

Highest Degree: Bachelors Degree

School Name: University of Utah

Major/Minor: S

Professional Profile

*** Most Recent Company:** OTR Outfitters *** Most Recent Position:** Associate

*** Resume:**

In order to be considered for this position your resume' must include 1) Names of employers; 2) Job titles; 3) Dates of employment; 4) Average hours; 5) A detailed description of work duties; and 6) Related education. A listing of accomplishments will not be considered a description of work duties. Blank application profiles will not be considered.

Jenny Jones
1234 American Ave
SLC, UT 84106
(801) 987-4563

Objectives

I am currently looking to expand what I have learned and accomplished as a department and project manager into this and other areas,

Attach Resume:
 No file chosen

Attach Other Document:
 No file chosen

Cancel **Confirm**

To receive college credit, please upload proof of your degree (copy of official/unofficial transcripts or internet transcripts) using the **Attach Other Document** tool.

**Documents other than your resume will not show in your profile but will be visible to Salt Lake County Human Resources. Please call 385-468-0870 with questions.

EEO Voluntary Self Disclosure

* Ethnicity:
Choose Not to Disclose

* Race:
Choose Not to Disclose

* Gender:
Female

Veteran:
No

Do you have a DD214?:
No

Are You 40 Years of Age or Older?:
Choose Not to Disclose

Do you wish to declare a disability for Human Resources purposes only?:
No

Complete all required fields for EEO information and select **Confirm**.

Verify all information is correct and **Submit**.

i Confirm Entry Below

*=Required

EEO Voluntary Self Disclosure

* Ethnicity:
Choose Not to Disclose

* Race:
Choose Not to Disclose

* Gender:
Female


Veteran:
No

Do you have a DD214?:
No

Are You 40 Years of Age or Older?:
Choose Not to Disclose

Do you wish to declare a disability for Human Resources purposes only?:
No

[Edit](#) [Submit](#)



Profile Created Successfully! allows you to search all jobs.

[Logout](#) | [Back to Search Results](#) | [Edit Profile](#) | [My Account](#)
[Jobs I've Applied To](#) | [Online Job Application](#) | [Send Me Jobs \(My Job Agent\)](#)

This page allows you to filter your search for jobs at Salt Lake County.

Profile Created Successfully!

Search for a key word interest and location.

Enter Keywords:

?

Requisition Number:

Area of Interest:

Position Type:

Department:

Division:

Job Title:

Salt Lake County is an Equal Opportunity employer

Look over the **Job Title** selected, read an overview of the job in the **Job Summary**, make sure the **Minimum Qualifications** can be met, and review the **Essential Functions** of the job. Once this information is verified, apply for the job by selecting **Apply**.

Requisition Number:	15-3344	     Apply  Email A Friend
Job Title:	Case Management Assistant 21	
Salary:	\$16.82 Hourly \$34,992.00 Annually	

Position Description: **JOB SUMMARY**

Provides case management assistance in order to ensure continuous documentation and dissemination of information to court personnel.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with an Associate's Degree in Social Work, Psychology, or a related field, plus one (1) year of directly related experience, or an equivalent combination of related education and experience.

ESSENTIAL FUNCTIONS

Any one position in this classification may not perform all of the duties listed below, nor do the listed duties include all of the duties which may be performed. Depending on the area of assignment, duties may include, but are not limited to, the following:

- Researches all client activity from previous court date and prepares the court calendar for staffing to include client attendance, drug tests, etc.
- Attends weekly pre-court staffing and reports to case managers and treatment staff on client participation and compliance.
- Attends court sessions and records (in database) all in-court client court activity including sanctions, bench warrants, pleas, etc.

The application submission is verified and confirmed when **Applied** is shown.

Thank you ! Your application has been submitted !

[Logout](#) | [Start a New Search](#) | [Back to Search Results](#) | [Edit Profile](#) | [My Account](#)
[Jobs I've Applied To](#) | [Online Job Application](#) | [Send Me Jobs \(My Job Agent\)](#)

Requisition Number: 15-3344
Job Title: Case Management Assistant 21
Salary: \$16.82 Hourly
\$34,992.00 Annually

After applying you will receive a **confirmation e-mail** with a link to the **online job application**.

Follow the link to complete the application.

Thank you for applying for the Case Management Assistant 21 (#15-3344) position with Salt Lake County.

The application process at Salt Lake County requires a two step process.

The first step is to submit your resume, which you have done.

The second step is to complete the official application to provide additional information regarding your work experience. We hours of receiving this email by clicking and logging into your internal jobs account via this link: <https://www2.virtualedge.com>

Other things you can do:

1. Many Salt Lake County job postings have assessments for you to complete. To check if you have any assessments pending and click on the red button called, Jobs I've Applied To: <https://www2.apply2jobs.com/SaltLakeCounty/Profile/index.cfm?fu>
2. To receive college credit, please upload proof of your degree (copy of official/unofficial transcripts, internet transcripts or submit these documents as attachments and email them to: recruitment@slco.org, or by fax to [385-468-0571](tel:385-468-0571)
3. Salt Lake County gives preference to veterans and veteran spouses. To claim veteran's preference, you must submit a reflect dates of enlistment and discharge status. To claim spouse veteran's preference, or unmarried widow/widower veteran marriage license OR the DD1173 card, along with the DD-214 Form. State your full name and what position(s) you are applying to: recruitment@slco.org, or by fax, [385-468-0571](tel:385-468-0571).
4. Salt Lake County's application system has the ability to send you word of jobs that may be of interest to you. To set up account and click on the red button called, Send Me Jobs (My Job Agent): <https://www2.apply2jobs.com/SaltLakeCounty/Profile/Internal.searchJobs>

We encourage you to apply for other openings for which you may qualify. We look forward to receiving those applications.

Sincerely,


Salt Lake County Human Resources

*Replies to this message are routed to an unmonitored mailbox. If you have any questions please go to: <http://www.slco.org/14400&CC=0>

Personal Information	Employment History	Education History	Additional Information	Certification and Release Statement	Preview	Form 305 Voluntary Self-Identification Of Disability	Save & Exit
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* = Required

This is the official Salt Lake County on-line application. The purpose of this application is to gather additional information that will help the hiring manager in the selection process. After completing the application, please save it as "final", (NOT draft) in order successfully submit the on-line application.



Contact Information			
* First Name Please enter your name exactly as it appears on your Social Security Card.	Jenny	* Last Name	Jones
Middle Initial			
* Primary Phone Number Please enter numbers only, no dashes	8019874563	Alternate Phone Number Please enter numbers only, no dashes	
* Email	jenny@hotmail.com		

Current Address			
* Home Address Street	1234 American Ave		
* Home Address City	Salt Lake City	* Home Address Zip	84106
* Home Address State	Utah		

General Information			
* If hired, can you provide proof of your legal rights to work and remain in the United States?	Yes	If no, please describe authorization status	
* Are you currently or have you been a Salt Lake County employee in the last six (6) months?	No		
* Do you have any relatives who are currently employed by Salt Lake County Government?	No	If yes, give their names	

Complete all required fields on the **online job application**.

Save & Exit

Be sure to watch your e-mail for further communication.

Helpful Hints

Assessments

- If a job requires an assessment, be sure to answer all of the questions. Once the job posting closes, you will no longer be able to access the assessments.

Skills Tests

- If a job posting requires a skills test, the link will be included in the job posting under the Important Information section.

Complete Online Application

- When you apply you will receive a confirmation e-mail. Follow the link to fill out the application.

Send Me Jobs (Job Agent)

- Tell us what type of job you are looking for. We'll send you notifications.

Thank you for your interest in working for
Salt Lake County!

Questions?

Call Salt Lake County Human Resources:

385-468-0570