## How to Submit a Job Interest Card

## Step-by-Step Guide





 $\bigcirc$ 

### ventura.org/jobs

Trending searches

# Step 1: On a mobile device, visit a browser of choice and search for: "ventura.org/jobs".



#### Click on the first search result.



The County of Ventura is a great place to work and live! Job opportunities are updated daily. If presently employed in another "merit" or "civil service"

#### SHOW MORE

Q Search

115 Job Postings found

powered by NEOGOV\*

ΙĒ

#### <u>\*Ventura County Medical</u> <u>Reserve Corps</u>

various locations throughout Ventura County, CA

#### Step 2:

Once the page loads, click on the four lines in the top left hand corner.

#### WELCOME TO THE COUNTY OF VENTURA

Employment
Opportunities

Promotional
Opportunities

S Lateral Transfer

Opportunities

Job Descriptions

**7** Human Resources

Then click on "Job Descriptions". ≀тимі... → Sign In

e to work and live!

rit" or "civil service"

powered by NEOGOV<sup>®</sup>

<u>ledical</u>

a County, CA

nergency





#### ACCOUNT EXECUTIVE I

01675 \$59,123.83 - \$75,401.62 Annually

Under general supervision, performs job development ...

#### Step 3:

In the search bar, type in the name of the job(s) you'd like to subscribe to, and hit enter.



12 Class Specifications found

powered by NEOGOV\*

#### FIREFIGHTER TRAINEE

00779

\$77,213.81 - \$88,589.31 Annually

Under direct (trainee) to general (firefighter) supervisio...

#### FIREFIGHTER

00770 \$85,238.91 - \$113,460.27 Annually

Under direct (trainee) to general (firefighter) supervisio...

#### Click on the desired job.

## FIREFIGHTER TRAINEE

Class Title FIREFIGHTER TRAINEE Class Code 00779 Salary () \$77,213.81 - \$88,589.31 Annually

DEFINITION

**BENEFITS** 

Definition

#### Step 4:

# At the bottom of the job page, click on the green **"Subscribe"** button.



#### Job Interest Cards

Fields marked with an asterisk (\*) are required

First Name \*

Sarah

Last Name \*

Smith

Email Address \*

sarah.smith@ventura.org



#### Step 5:

Fill out the Job Interest Card with the appropriate information. Then click, **"Submit"**.



#### Confirm your email

We've sent a confirmation link to s\*\*\*\*\*\*\*h@ventura.org.

Click on the confirmation link in the email to complete your sign up. The link will expire after 60 minutes.

Didn't get the email? Resend it

#### Step 6:

You will need to visit your inbox to verify your email address.



#### Click "Confirm" in the received email.

Your account (sarah.smith@ventura.org) is verified

**To view Ventura County job descriptions**, click the title of the position that interests you from the list below. The job description and salary will be displayed.

#### SHOW MORE



12 Class Specifications found

powered by **NEOGOV**\*

#### APPRAISER TRAINEE

00080 \$59,984.85 - \$81,099.51 Annually

Under general supervision (Trainee, I) general supervis...

The link should redirect you back to the Government Jobs website page, with a banner notifying your account has been verified.

## Congratulations, you've successfully submitted a Job Interest Card!