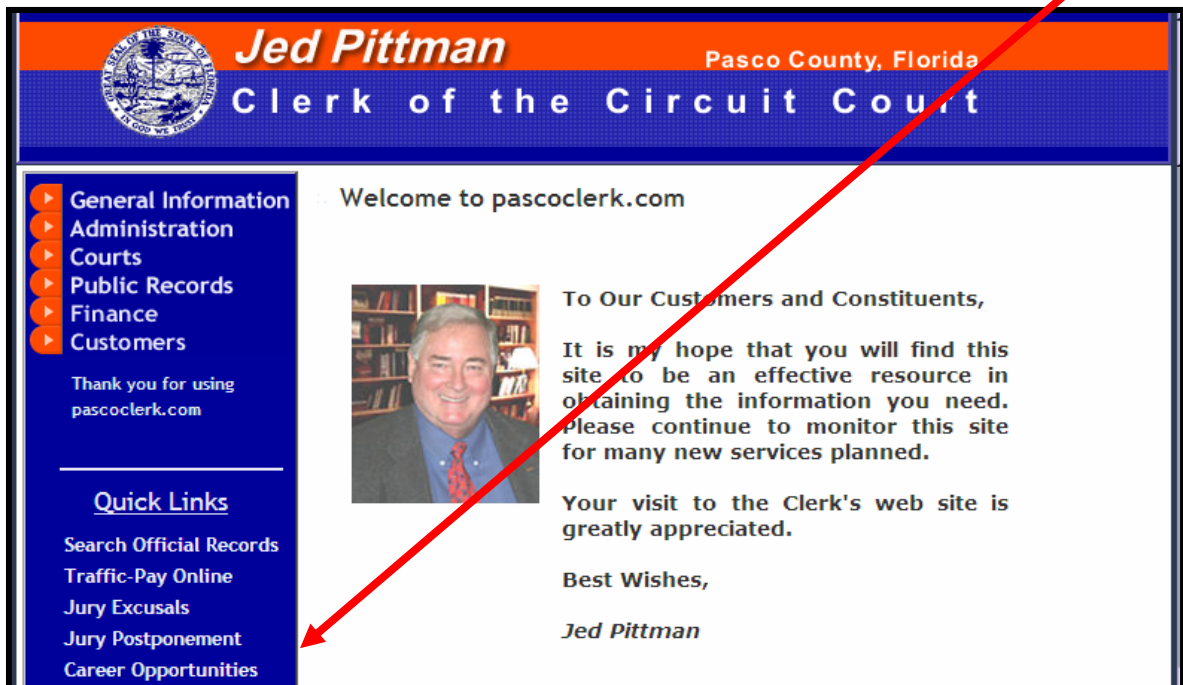


# **Clerk of the Circuit Court Pasco County Online Employment Application New User Guide**

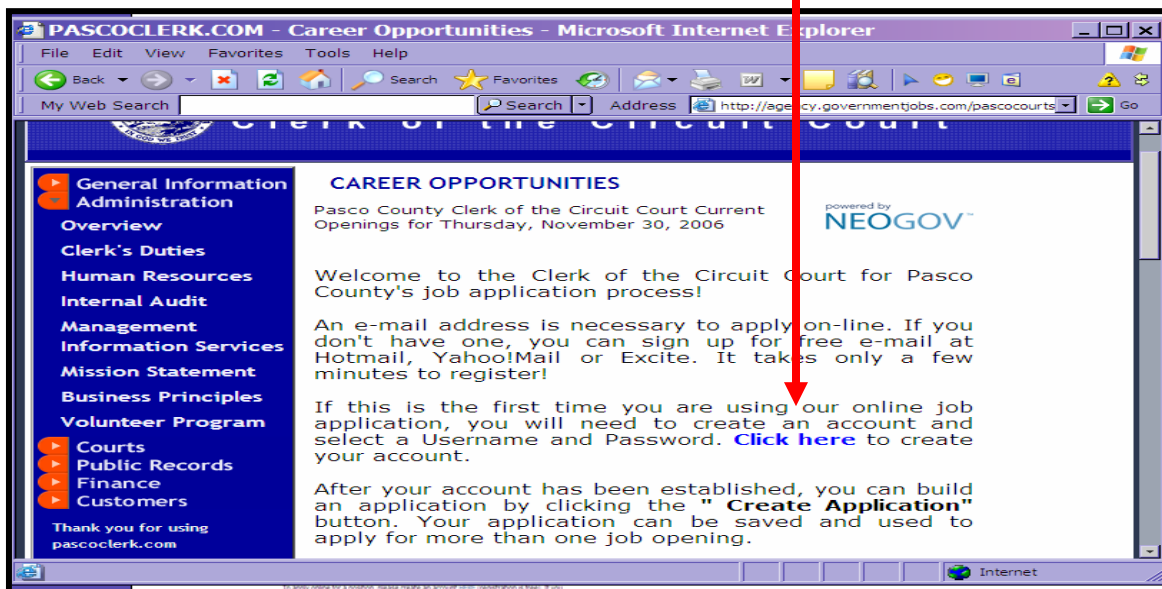


## Section 1 - Accessing NeoGov from Outside the Clerk's Office

1. Open the Clerk's Office web site, [www.pascoclerk.com](http://www.pascoclerk.com), and click on the **Career Opportunities Quick Link**.



2. On the Career Opportunities web page click the '**Click here**' link to begin creating an account and application.



**Proceed to step 7 to create your NeoGov account.**

## Section 2 - Accessing NeoGov from Inside the Clerk's Office

- Steps 4, 5, and 6 **only apply** if you are a **current employee of The Clerk of the Circuit Court, Pasco County**, and you are accessing the internal job listing from a computer located within the Clerk's Office. If you are not a current Clerk employee, please proceed to step #7.
- Open Office Net and click on **'Info Links'**.

**JED PITTMAN**  
Clerk of the Circuit Court  
Office Net

Personal Dept Admin Phone List

12/01/2006

**Office Net Home**

[Edit Profile](#)  
Name, Title, etc...

[Vacation Substitute](#)

[Phone Message](#)

[Info Links](#)

**Hello**  
Welcome to Office Net, the private website for use by the Clerk's office staff, providing a searchable phone list and a shared calendar.  
[The Clerk's Newsletter was updated on: 11/30/2006 Check it out!](#)

[The list of Organization-Wide Events was updated on: 11/29/2006 Click here for details!](#) Please check these events before scheduling any meetings.

[The Care Team Response Page was updated on: 11/30/2006 Click here to read it!](#)

You have no events scheduled for today.

- Click on **'In-House Job Listings'**.

**Inhouse Job Listings**

[In-House Job Listings](#)

[NeoGov New User Guide Internal](#)

- To create an application prior to a posting, click the **'application'** link.

**CAREER OPPORTUNITIES**

Pasco County Clerk of the Circuit Court Promotional Openings for Friday, December 01, 2006

powered by  
**NEOGOV**

**THE FOLLOWING JOBS ARE OPEN ONLY TO CURRENT EMPLOYEES OF THE CLERK OF THE CIRCUIT COURT, PASCO COUNTY.**

If you would like to complete an **application** prior to a position vacancy being posted, please feel free to do so.

## Section 3 – Creating a NeoGov Account

7. Click on **'Create Your Account Here'**.

GovernmentJobs

Home Job Search Career Seekers About Us Post a Job Employer Login

**Are you registered?**

To apply online for a position, please create an account [HERE](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

Username:

Password:

Login

Not Registered Yet? [Create Your Account Here!](#)

[I Forgot My Password](#)

8. Complete all fields. Current Clerk employees may use their Clerk's email address in the **'Email Address'** field. Once all fields have been completed, click the **'Save'** button.

GovernmentJobs

Home Job Search Career Seekers About Us Post a Job Employer Login

**Request New Job Seeker Account**

Enter your account information:

Username

Tip: Choose a Username that you can easily remember. You may use letters and numbers and the underscore "\_". Example: john\_doe25

Email Address

Create a Password:

Password

Confirm Password

Password Hint

Tip: If you forget your password, you can click on [Lost Password](#) and it will be emailed to you.

Save

9. Print this screen for your records. It contains the log on information you will need to access your account. Click the **'Login'** button.

GovernmentJobs

Home Job Search Career Seekers About Us Post a Job Employer Login

Thank you for registering with GovernmentJobs.com. Your account is now active.

Username: lvnnhohhs

Email: Johnqpublic

Password: [jpublic@email.com](mailto:jpublic@email.com)

Password Hint: 123abc Street

Login

10. Log in using the **username and password** you just created. Click the **'Login'** button.

**GovernmentJobs**

Home Job Search Career Seekers About Us Post a Job Employer Login

**Are you registered?**

To apply online for a position, please create an account [HERE](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

Username:

Password:

Login

Not Registered Yet? [Create Your Account Here!](#)  
[I Forgot My Password](#)

11. Click the **'Create Application'** button.

**GovernmentJobs**

Home Job Search About Us Help Logout

Welcome, [Help](#) [Logout](#)

Main Menu Search Jobs Application Status My Account

**Build New Application**

In order to apply for a position you need to create an application first. Click on the **'Create Application'** button and we'll guide you through the process.

[Create Application](#)

**Applications You've Created:**

Name	Date Created	Modify
------	--------------	--------

**Tip:** You do **NOT** need to recreate a new application every time you're applying for a position.

[Main Menu](#) | [Search Jobs](#) | [Application Status](#) | [MY Account](#) | [Logout](#)

12. Create a name for your application and click on the **'Create Application'** button.

**GovernmentJobs**

Home Job Search About Us Help Logout

Welcome, [Help](#) [Logout](#)

Main Menu Search Jobs Application Status My Account

**Build New Application**

To create an application, enter the name of the application in the box below and click the **'Create Application'** button. Keep in mind that you can create multiple applications, so choose a descriptive name for your application like **Educational Application** or **Accounting Application**.

Application Name (for your own reference):

[Create Application](#)

**Tip:** You do **NOT** need to recreate a new application every time you're applying for a position.

[Main Menu](#) | [Search Jobs](#) | [Application Status](#) | [MY Account](#) | [Logout](#)

13. All fields marked with ‘\*’ require that you enter information. Enter your information and click on ‘[Save & View Application](#)’ when you reach the bottom of the page. It is **VERY** important to move between pages using the buttons at the bottom of the page. As you move forward using these buttons the information you have entered is saved into your account.

If you have not entered required information or if you have not entered information in the correct format, you will receive an error message. Simply correct the error and click on the ‘[Save & View Application](#)’ button.

**GovernmentJobs**

Home Job Search About Us Help Logout

Welcome, Help Logout

Main Menu Search Jobs Application Status My Account

**Job Application > Profile** \* Required Field

Cancel Save & View Application

**Contact Information**

\* First Name

Middle Initial

\* Last Name

Primary Phone

Alternate Phone

Cancel Save & View Application \* Required Field

*Tip: You may copy and paste information from WORD into the application. Remove any special formatting prior to pasting, as the formatting does not transfer well.*

14. Additional items can be added to each section by clicking the ‘[Add...](#)’ button. You must include work experience for the **last ten (10) years**.

**Job Application > Review** \* Required Field

Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.

Go to Step 2: Agency-wide Questions

**Personal Profile** Edit Personal Profile

Name:	John Public	Address:	123 Any Street Dade City, Florida 33525
Home Phone:	(235) 555-9988	Email:	<a href="mailto:jpublic@email.com">jpublic@email.com</a>
Former Last Name:		Notification Preference:	Email
		Alternate Phone:	
		Month and Day of Birth:	01/01

**Other Personal Information**

Driver's License: Yes, Florida P123-456-65-789-0 Class E

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Doctorate

**Preferences**

Preferred Salary: \$30.00 per hour; \$60,000.00 per year

Are you willing to relocate? No

Types of positions you will accept: Regular

Types of work you will accept: Full Time

Types of shifts you will accept: Day

**Objective**

**Education** Add Education

**Work Experience** Add Work Experience

**Certificates and Licenses** Add Certificates or Licenses

**Skills** Add Skills

Office Skills Edit

15. Click the ‘[Logout](#)’ button at the top of the screen when you are finished working on your application.

Welcome, John Public Help Logout