



Oracle	2014
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External Applicants User Manual	

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## Navigation Icons

While navigating through the application you will come across icons that will make navigation easier and more user-friendly. The table below provides brief description of some of the most common iRecruitment icons and their function.

ICON	Function
	Indicates the completion of field is required
	Provides useful information to the user about task at hand
	The search Flashlight indicates that list of values has been populated and is available for searching
	Indicates drop down list of values is available for selection. Click to view the list of values
	The pencil indicates that you have ability to update a particular record
	The trash can enables you to delete a particular record
	The calendar icon enables you to select a specific date
	The quick select icon enables you to select an item with a single mouse click
	The application icon enables you to create a job application
	The application details icon provides quick-link to view details associated with a job application
	The preview icon provides a quick link to preview a document.

## Overview

External users access the iRecruitment site via a unique URL that directs the user to an external version of the iRecruitment candidate site. This site would enable users to view job postings, create and manage user accounts, and complete and manage job applications.

Register an account with PBSO; update your account and other actions as it relates to PBSO's recruitment process.

**Note:** While former employees should use this site to conduct a job search and register as a previous employee, a current employee should access iRecruitment through their iRecruitment Employee responsibility.

## Register Today

If you are already registered as an applicant you do not need to register again.

To register as an applicant with PBSO:

Open a browser and navigate to [www.pbso.org/](http://www.pbso.org/)

Click on the “Careers at PBSO” tab.

CAREERS AT PBSO

The screenshot shows the PBSO Sheriff's Office website. At the top is a yellow navigation bar with links: HOME, INSIDE PBSO, OUR COMMUNITIES, ARRESTS & JAIL INFO, COMMUNITY SERVICES, F.A.Q.s, JOIN PBSO (circled in red), and CONTACT US. Below the navigation bar is a green banner with the PBSO Sheriff's Office logo and the text "SHERIFF'S OFFICE". The main content area is divided into three columns. The left column contains a list of links: Reference Guide to Apply Online, Position Requirements, Pay Plan 2014, Instructions for Macintosh Users, Collective Bargaining Agreement - Law Enforcement, Collective Bargaining Agreement - Corrections, Collective Bargaining Agreement - Civilians, and Employee Portal. Below this list are the Customer Service Hours (Monday - Friday, 7:30 to 5:00PM) and the Customer Service Email Address (HumanResources@pbso.org). The middle column is titled "Search and Apply for jobs" and contains two bullet points: "External Candidates and Ex-employees, please Click here." (with "Click here." circled in red) and "Current PBSO Employees, please Click here." (with "Click here." circled in red). Below these bullet points is a paragraph: "For technical issues please send an email to [JOBS@PBSO.ORG](mailto:JOBS@PBSO.ORG). For any other questions please email us at [HumanResources@pbso.org](mailto:HumanResources@pbso.org) or call Human Resources at 561-688-3540. Please note that we **do not** provide information on the status of job applications." The right column is titled "Recruitment Training Aids" and contains three bullet points: "iRecruitment demo for external applicants and former PBSO employees", "iRecruitment demo for PBSO employees", and "Frequently Asked Questions". Below this is a section titled "IMPORTANT" with a list of 12 bullet points regarding job openings, application deadlines, and requirements. Blue arrows point from the text below the screenshot to the "Click here." links and the email address in the screenshot.

■ [Reference Guide to Apply Online](#)

■ [Position Requirements](#)

■ [Pay Plan 2014](#)

■ [Instructions for Macintosh Users](#)

■ [Collective Bargaining Agreement - Law Enforcement](#)

■ [Collective Bargaining Agreement - Corrections](#)

■ [Collective Bargaining Agreement - Civilians](#)

■ [Employee Portal](#)

[Customer Service Hours](#)  
Monday - Friday  
7:30 to 5:00PM

[Customer Service Email Address](#)  
[HumanResources@pbso.org](mailto:HumanResources@pbso.org)

### Search and Apply for jobs

- External Candidates and Ex-employees, please [Click here.](#)
- Current PBSO Employees, please [Click here.](#)

For technical issues please send an email to [JOBS@PBSO.ORG](mailto:JOBS@PBSO.ORG). For any other questions please email us at [HumanResources@pbso.org](mailto:HumanResources@pbso.org) or call Human Resources at 561-688-3540. Please note that we **do not** provide information on the status of job applications.

### Recruitment Training Aids

- iRecruitment demo for external applicants and former PBSO employees
- iRecruitment demo for PBSO employees
- [Frequently Asked Questions](#)

### IMPORTANT

- Job openings are posted weekly. New jobs are posted on Mondays.
- Jobs are posted for 10 business days, excluding holidays.
- Job applications must be received in Human Resources no later than 11:59PM on the closing date listed on the job posting for the position you apply for. PBSO reserves the right to close a job posting at any time.
- Please refrain from uploading documents, except a resume, with your on-line application. Your application and any attachments you upload are subject to Florida Statute 119.07 AND may be provided pursuant to a public records request.
- It is your responsibility to monitor the status and communication of your online account.
- All correspondences regarding your online application will be provided electronically. It is your responsibility to update your applicant account with the most current contact information (i.e. email address, home address and telephone number).
- If an electronic message is sent to you and you fail to respond, your application may be terminated.
- NO excessive tattoos, body ornamentation, or intentional, disfigurement that cannot be completely covered by a dress collar, long sleeves, or long pants. (One tattoo, 3" x 3", on each arm is permissible.)
- PBSO is drug free, smoke free environment.
- Participation in PBSO Drug and Alcohol examination is a condition of employment
- Applicants considered for hire will be subject to a background history record check.

Add text: Please log into your PBSO applicant account to check status.

Add text: If you are an External Candidate or Ex-employee, please [Click here.](#)

Add text: If you are a current PBSO Employee, please [Click here.](#)

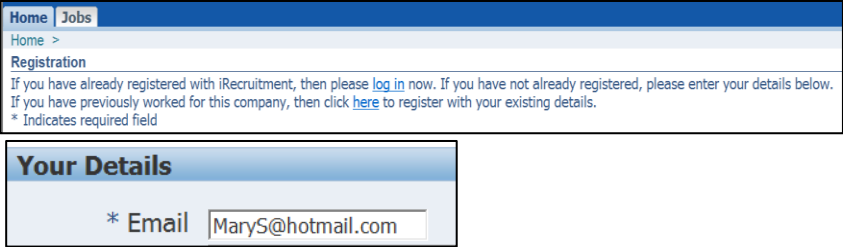


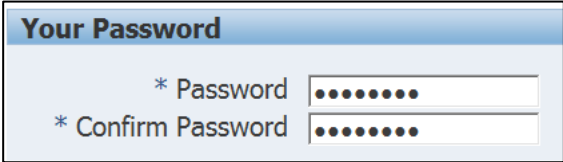
This will direct you to the following ‘Registration’ page:

The screenshot shows the Palm Beach County Sheriff's Office iRecruitment website. The header includes the logo and navigation links. The main content area has a 'Welcome to our Job Site' message with a link to 'CLICK HERE to see all current job openings'. Below this is a 'Job Search' section with a 'Date Posted' dropdown set to 'Last One Year' and an 'Advanced Search' button. A pink callout bubble labeled 'A' points to the 'Register today' button in the 'Login' section. The 'Login' section also includes a 'Forgot your password?' link. The 'New to Our Jobs Site?' section lists links for 'Manage My Account', 'Conduct Job Search', 'View Job Basket', and 'View Jobs Applied for'.

Click on ‘**Register today**’ (*Call-Out A*) to register to PBSO iRecruitment Site.

To register, you need following information listed on page 6.

## Registration Information

<b>EMAIL</b>	<p>Use a personal email address that you check regularly and plan on keeping throughout this process.</p> <p>This will be the email where you will be notified for updates and online notifications such as application status, offers, password resets, other communication, etc.</p> <p>This email is the username and it is suggested you do not modify/update once you registered.</p> <p>If this email is already in use-the system will not allow the same email to be used twice.</p> <ul style="list-style-type: none"> <li>If you need to change your email account, please notify Human Resources as soon as possible so they can update your account.</li> </ul> 
<b>LAST NAME</b>	<p>Insert your family name here</p> 
<b>FIRST NAME</b>	<p>Insert your first name</p> 
<b>PASSWORD</b>	<p>Recommend using a strong password: Minimum of 6 characters long. Alpha numeric made of letters and numbers (1 alpha and one numeric).</p> 
<b>SUBMIT</b>	<p>Once the above information is entered click on ‘Submit’ button to proceed to the next step “Create Account”.</p>

**PALM BEACH COUNTY SHERIFF'S OFFICE**  
iRecruitment

Home | Jobs

Home >

**Registration**

If you have already registered with iRecruitment, then please [log in](#) now. If you have not already registered, please enter your details below.

If you have previously worked for this company, then click [here](#) to register with your existing details.

\* Indicates required field

**Your Details**

\* Email: [mslater@abc.com]  
 \* Last Name: [Slater]  
 First Name: [Mark]

**Your Password**

\* Password: [.....]  
 \* Confirm Password: [.....]

Cancel Submit

Home Jobs Accessibility Job Basket

Privacy Statement Copyright (c) 2006, Oracle. All rights reserved.

Click on **‘Submit’** button once the details are finished.

**Submit**

## Registration Information: Create Account

At this point you can attach a resume to your profile.

If you have one, select: **‘Yes, I have a resume’** and click browse (*Call-Out B*) to upload your resume. The ‘File Path’ will show your document attachment.

**PALM BEACH COUNTY SHERIFF'S OFFICE**  
iRecruitment

Home | Jobs

General | **My Account**

**Create Account**

If you have a resume, you can create your profile and attach your resume to your account. If you do not have a resume, then provide your details and we will create your resume online.

☒ **Yes, I have a resume**
☐ No, I do not have a resume

File Path: [\\Resume - Administrative Assistant.docx] **B** Browse...

Cancel Continue

Home Jobs Job Basket Logout

Privacy Statement Copyright (c) 2006, Oracle. All rights reserved.

If you do not, select: **‘No, I do not have a resume’**.

Click **‘Continue’** button to proceed to next step **“Personal Information”**.



Your progress is indicated on the top of the screen as you update each area of Steps 1 of 4. It is required you complete each step to be considered for a position.

Home | Jobs | General | **My Account** | Navigator | Favorites | Job Basket | Logout

Enter Personal Information | Add Qualifications and Skills | Enter Preferences | Create Resume

Register: Personal Information  
Provide your personal and professional details to complete your profile.

\* Indicates required field

Cancel Step 1 of 4 Next

## Register: Personal Information (Step 1 of 4)

Personal Information (Step 1 of 3) Data Fields		
<b>BASIC</b>	<b>DETAILS</b>	
	<b>Basic Details</b>	<div>Basic Details</div> <div>Please enter your personal information.</div>
	<b>Last Name</b> (last name is Required)	Defaults from registration * Last Name Slater
	<b>First Name</b>	Defaults from registration First Name Mark
	<b>Email Address</b>	Defaults from registration * Valid email address is required * Email Address Mslater@abc.com
<b>SOURCE</b>	<b>DETAILS</b>	
	<b>Source Details</b>	
	<b>Source</b>	You can click on List of values to select predefined sources.
	<b>Source Name</b>	Enter Source name <div> <div>Source Details</div> <div>Source PBSO Website</div> <div>Source Name</div> </div>

	<b>Address</b>	<div> <div>Address</div> <div>Country United States</div> <div>* Address Line1 United States</div> <div>Address Line2</div> <div>Address Line3</div> <div>City</div> <div>County</div> <div>State</div> <div>Zip Code</div> </div>	
<b>ADDRESS</b>	<b>Country</b>	Defaults Country United States	
	<b>Address line1</b>	* Required * * Address Line1	
	<b>Address Line 2</b>	Address Line2	
	<b>Address Line 3</b>	Address Line3	
	<b>City</b>	City	
	<b>County</b>	County	
	<b>State (List of values)</b>	Use the list of values if needed to select state. State	
	<b>Zip Code</b>	Zip Code	
	<b>Phone Numbers</b>	<b>Times to Call – Specify Best</b> Times to Call Any	
<b>PHONE NUMBERS</b>	<b>Home</b>	Home	561-123-4567
	<b>Mobile</b>	Mobile	561-123-4567
	<b>Work</b>	Work	561-123-4567
	<b>Primary Number</b>	Primary Number	561-123-4567
First number to call.			
Use this section to attach electronic copies of documents that support your application such as, cover letter, Resume/CV, etc.			

DOCUMENTS	Documents	<div style="border: 1px solid #4f81bd; padding: 5px; margin-bottom: 10px;"> <div style="background-color: #4f81bd; color: white; padding: 2px 5px; font-weight: bold;">Documents</div> <div style="background-color: #d9e1f2; padding: 2px 5px; font-weight: bold;">File Name</div> <div style="padding: 2px 5px;">No results found.</div> <div style="background-color: #4f81bd; color: white; padding: 2px 5px; font-weight: bold;">Add Another Document</div> </div> <p><u>Note:</u> Documents are date stamped, once you submit your application you cannot add additional documents for that application.</p>

To Add Additional Documents Click on ‘**Add Another Document**’.

Add Another Document

Documents				
File Name	File Type	Upload Date	Description	Delete
No results found.				
<div style="background-color: #4f81bd; color: white; padding: 2px 5px; font-weight: bold; display: inline-block;">Add Another Document</div>				
<div style="font-size: 12px;"> <b>TIP</b> To upload additional documents to your account, choose the Add Another Document button.         </div>				
<div style="display: inline-block; border: 1px solid #ccc; padding: 2px 5px; font-size: 10px;">Cancel</div> <div style="display: inline-block; border: 1px solid #ccc; padding: 2px 5px; font-size: 10px;">Step 1 of 4</div> <div style="display: inline-block; border: 1px solid #ccc; padding: 2px 5px; font-size: 10px;">Next</div>				

Upload Document

Please select the file you wish to upload. Enter a description of the file and choose a file type.

\* Indicates required field

\* File Path

Browse...

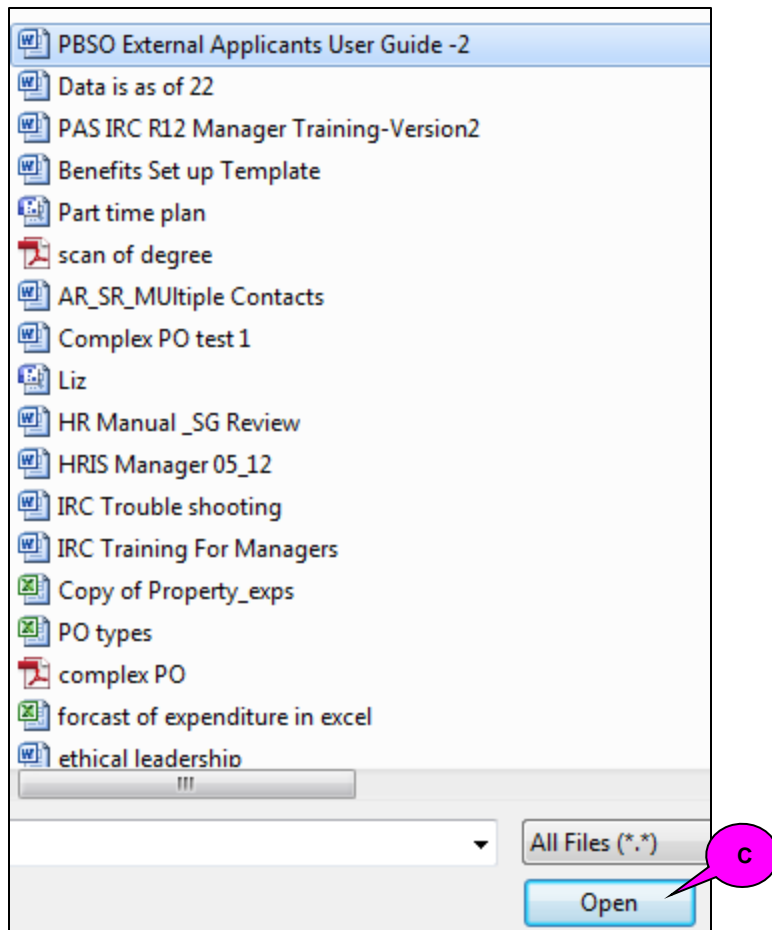
B

Description

\* File Type


▼

Click on ‘Browse’ (*Call-Out B*).

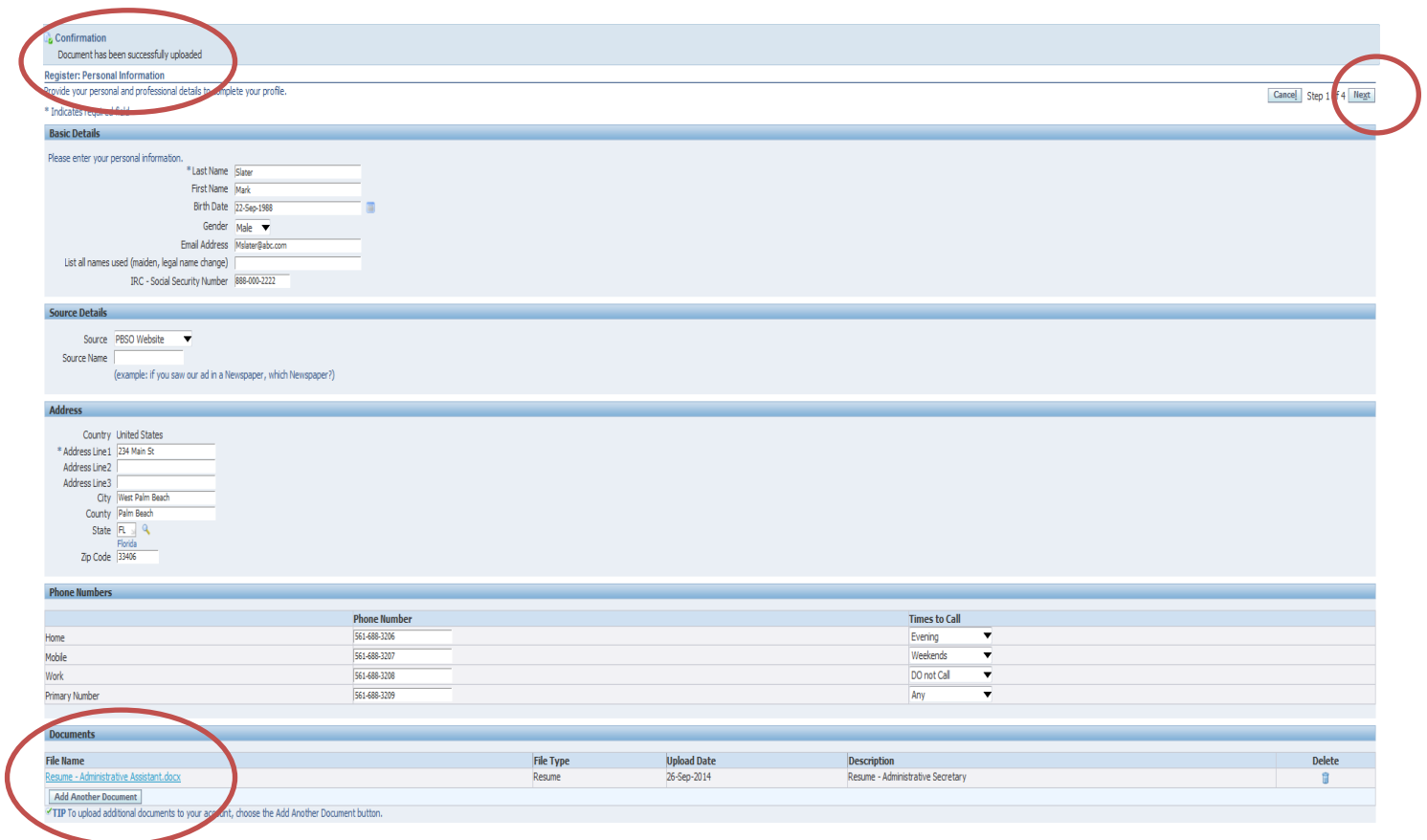
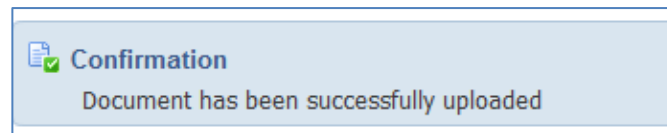



Select document to be uploaded by highlighting the document name and clicking on **‘Open’** (*Call-Out C*). Description: i.e. Resume – Administrative Secretary.

Upload Document	
Please select the file you wish to upload. Enter a description of the file and choose a file type.	
* Indicates required field	
* File Path	C:\Users\GoelS\Desktop\PBSO External A <input data-bbox="776 1507 889 1539" type="button" value="Browse..."/>
Description	<input type="text"/>
* File Type	<input type="text" value="Resume"/>

Select the file type from list of values to categorize the document type being uploaded. Click on ‘**Upload**’ button to upload the selected document. 

You will receive a confirmation message:


A screenshot of a registration form. The "Confirmation" message at the top is circled in red. The "Next" button at the top right is also circled in red. The form sections include: "Basic Details" with fields for Last Name, First Name, Birth Date, Gender, Email Address, and Social Security Number; "Source Details" with a dropdown for Source and a text field for Source Name; "Address" with fields for Country, Address Line 1-3, City, State, and Zip Code; "Phone Numbers" with a table for Home, Mobile, Work, and Primary numbers and Times to Call; and "Documents" with a table showing an uploaded resume and an "Add Another Document" button circled in red.

File Name	File Type	Upload Date	Description	Delete
Resume - Administrative Assistant.docx	Resume	26-Sep-2014	Resume - Administrative Secretary	

Click on “**Next**” button to proceed to Step 2 of 4.

## Register: Add Qualifications & Skills (Step 2 of 4)

In this section, you input your work history, skills and educational history.

**Note:** If you click on “Add Another Employer” (*Call-Out D*) or “Add Another Skill” (*Call-Out E*) and “Add Another Qualification” (*Call-Out F*) Button you will be required to complete the required fields or alternatively you can delete record by clicking on icon  for delete. When you click on Add Employer a number of new fields will appear including required fields.

Employer Detail Fields (enter details of job details starting with most current).		
<b>PRIMARY EMPLOYMENT DATA</b>	Details Employer	
	Employer name	* Required *
	Start date	* Required *
	End date and year	* Required *
	Job Title	* Required *
	Location	* Required *
	Delete (Trash Can)	Use this to remove entire record
	Description of Job Duties	* Required *
ADD Qualifications- once you click on “Add Qualifications” it opens up the data fields for entry. All required fields must be completed before you can proceed.		
<b>QUALIFICATIONS</b>	College or University (Required)	Enter Name of university
	Location	Specify the location of institute
	Degree (Required)	Select from list of values
	Major Subject	
	Date Received	
	Delete	Use this to delete the entire record.
Use this section to enter additional awards, certificates or licenses, such as PMP, CPA, etc.		
<b>A D D I T I O N A L</b>	Category	Choose from award

		license or certificate from list of values
	Qualification Type	
	Qualification	
	Grade/Level	
	Date received month/year	
	Delete	

Home | Jobs  
General | My Account

Enter Personal Information   Add Qualifications and Skills   Enter Preferences   Create Resume

Register: Add Qualifications and Skills

Cancel Back Step 2 of 4 Next

\*\* Indicates required field

**Employment History**

Details	Employer	Start Date	End Date	Job Title	Location	Delete
No results found.						
Add Another Employer		List of Previous Employers				

**Skills**

Please enter your own assessment of the skills which you currently possess.

*Skill	Level	Additional Competence Element Details	Delete
No results found.			
Add Another Skill			

**Education Qualifications**

Please enter details of the high school, colleges and universities which you have attended as well as the Qualifications received. If you have qualifications which were not obtained at a school or college you may enter those later as Additional Qualifications.

*College or University	Location	*Degree	Major Subject	Date Received	Add Degree	Delete
No results found.						
Add Another Establishment						

✓ TIP If you have more than one qualification from an establishment, press the Add Degree icon to record further qualifications.

**Additional Qualifications**

Please enter details of your additional qualifications. Qualifications obtained from a college or university should be entered as part of your Education information.

Category	*Qualification Type	Qualification	Grade/Level	Date Received	How Received	Delete
No results found.						
Add Another Qualification						

Cancel Back Step 2 of 4 Next

Click on “Next” button to proceed to Step 3 of 4

## Register: Enter Preferences (Step 3 of 4)

Additional Details (Step 3 of 4) Data Fields		
	Enter your Work preferences to help PBSO find the right job for you. Job Category, Account Privacy, Email Preferences and Accessibility Preferences etc. are some of the fields that are essential to create an accurate account of your work preferences. This will enable suitability matching against the open positions.	
<b>WORK PREFERENCES</b>	Key Words	Free Text & Self Explanatory
	Job Category	
	Location	
	Distance from Location(Miles)	
	Country	
	Employment Category	
	Amount of Travel	
	Work from Home	
	Minimum Desired Salary	
<b>ACCOUNT PRIVACY</b>	Display Language	Defaulted to American English
<b>EMAIL PREFERENCES</b>	Frequency of emails	Choose from the list of values
	Email Format	Choose either HTML or Plain Text mail



<b>ACCESSIBILITY PREFERENCES</b>	Key Board Screen Reader Voice Recognition Software None	Choose one of the options
--------------------------------------	---	---------------------------

Provide Job Preferences (*Call-Out G*), Email Preferences (*Call-Out H*) and

Accessibility Information (*Call-Out I*) details

Click on “**Next**” button to proceed to Step 4 of 4

## Register: Enter Preferences (Step 4 of 4)

Create **Resume** by selecting format



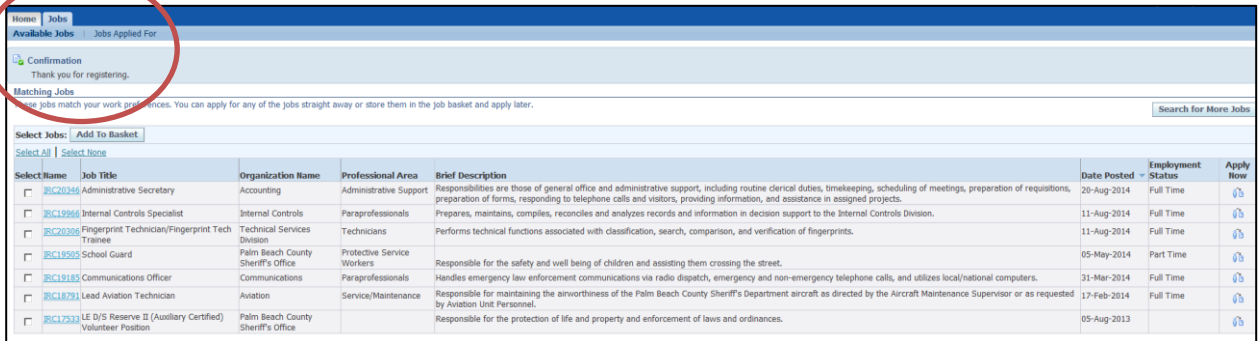
Register: Create Resume  
Thank you for completing your profile. Select the resume format that you would like to use.

Cancel Back Step 4 of 4 **Finish**

Select Resume Format

Mark Slater  
e-mail: Mslater@abc.com Phone: 561-688-3206

Click on '**Finish**'. You will receive Confirmation message as shown below



Home Jobs  
Available Jobs Jobs Applied For

Confirmation  
Thank you for registering.

Matching Jobs  
These jobs match your work preferences. You can apply for any of the jobs straight away or store them in the job basket and apply later.

Select Jobs: Add To Basket

Select All Select None

Select Name	Job Title	Organization Name	Professional Area	Brief Description	Date Posted	Employment Status	Apply Now
<input type="checkbox"/> 20C20345	Administrative Secretary	Accounting	Administrative Support	Responsibilities are those of general office and administrative support, including routine clerical duties, timekeeping, scheduling of meetings, preparation of requisitions, preparation of forms, responding to telephone calls and visitors, providing information, and assistance in assigned projects.	20-Aug-2014	Full Time	<a href="#">Apply</a>
<input type="checkbox"/> 20C15966	Internal Controls Specialist	Internal Controls	Paraprofessionals	Prepares, maintains, compiles, reconciles and analyzes records and information in decision support to the Internal Controls Division.	11-Aug-2014	Full Time	<a href="#">Apply</a>
<input type="checkbox"/> 20C20396	Fingerprint Technician/Fingerprint Tech Trainee	Technical Services Division	Technicians	Performs technical functions associated with classification, search, comparison, and verification of fingerprints.	11-Aug-2014	Full Time	<a href="#">Apply</a>
<input type="checkbox"/> 20C19595	School Guard	Palm Beach County Sheriff's Office	Protective Service Workers	Responsible for the safety and well being of children and assisting them crossing the street.	05-May-2014	Part Time	<a href="#">Apply</a>
<input type="checkbox"/> 20C18791	Communications Officer	Communications	Paraprofessionals	Handles emergency law enforcement communications via radio dispatch, emergency and non-emergency telephone calls, and utilizes local/national computers.	31-Mar-2014	Full Time	<a href="#">Apply</a>
<input type="checkbox"/> 20C18791	Lead Aviation Technician	Aviation	Service/Maintenance	Responsible for maintaining the airworthiness of the Palm Beach County Sheriff's Department aircraft as directed by the Aircraft Maintenance Supervisor or as requested by Aviation Unit Personnel.	17-Feb-2014	Full Time	<a href="#">Apply</a>
<input type="checkbox"/> 20C17533	LE D/S Reserve II (Auxiliary Certified) Volunteer Position	Palm Beach County Sheriff's Office		Responsible for the protection of life and property and enforcement of laws and ordinances.	09-Aug-2013		<a href="#">Apply</a>

Search for More Jobs

# Apply For a Job

## Search for Vacancies

Click on Jobs Tab to search for jobs

The screenshot shows the 'Jobs' tab selected in the top navigation bar. A search form is visible with fields for 'Keywords' and 'Date Posted'. A 'Go' button is highlighted with a pink circle and labeled 'J'. An 'Advanced Search' button is highlighted with a pink circle and labeled 'K'. Below the search form is a table of available jobs.

Select Name	Job Title	Organization Name	Date Posted	Employment Status	Minimum Salary	Maximum Salary	Apply Now
<input type="checkbox"/> <a href="#">JSC19246</a>	Administrative Secretary	Accounting	20-Aug-2014	Full Time	3176	4727	<a href="#">Apply Now</a>
<input type="checkbox"/> <a href="#">JSC19266</a>	Internal Controls Specialist	Internal Controls	11-Aug-2014	Full Time	3627	3627	<a href="#">Apply Now</a>
<input type="checkbox"/> <a href="#">JSC20306</a>	Fingerprint Technician/Fingerprint Tech Trainee	Technical Services Division	11-Aug-2014	Full Time	3320	3320	<a href="#">Apply Now</a>
<input type="checkbox"/> <a href="#">JSC19265</a>	School Guard	Palm Beach County Sheriff's Office	05-May-2014	Part Time	11.92	11.92	<a href="#">Apply Now</a>
<input type="checkbox"/> <a href="#">JSC19185</a>	Communications Officer	Communications	31-Mar-2014	Full Time	3470	3470	<a href="#">Apply Now</a>
<input type="checkbox"/> <a href="#">JSC18791</a>	Lead Aviation Technician	Aviation	17-Feb-2014	Full Time	4727	4727	<a href="#">Apply Now</a>
<input type="checkbox"/> <a href="#">JSC17533</a>	LE D/S Reserve II (Auxiliary Certified) Volunteer Position	Palm Beach County Sheriff's Office	05-Aug-2013				<a href="#">Apply Now</a>

1. You may conduct a simple job search directly from the home page by entering criteria in search fields and clicking 'Go' (**Call-Out J**)
2. The 'Advanced Search' button (**Call-Out K**) directs you to the advanced job search screen.

This screenshot is identical to the one above, but with a pink circle and label 'L' pointing to the first job listing, 'Administrative Secretary'.

## View Full Job Description

To view full job description click on IRC job name (**Call-Out L**) that you wish to view and its description will pop up in a new window.

This is the job description view.

The screenshot shows a job description page. A red circle highlights the 'Description' tab at the top left. The page contains the following information:

- Organization Name:** Accounting
- Job Title:** Administrative Secretary
- Location:** West Palm Beach, FL, US
- Detailed Description:** Responsibilities are those of general office and administrative support, including routine clerical duties, timekeeping, scheduling of meetings, preparation of requisitions, preparation of forms, responding to telephone calls and visitors, providing information, and assistance in assigned projects. Independently prepares detailed reports, documents and correspondence, using a word processing program on a personal computer. The incumbent must exercise initiative, situational reasoning and sound independent judgment in completing assignments and in resolving minor office operational issues. Performs all related duties as assigned.
- Job Requirements:** High school diploma or GED, and three (3) years of secretarial experience and/or training including at least one (1) year of experience in word processing or any equivalent combination of related education, training and experience, which provides the requisite knowledge, skills, and abilities for the position. Typing skills of forty-five (45) correct words per minute. Must be detail oriented with good organizational skills and have excellent oral and written communication skills.
  - NOTE:** Non-Sworn members may apply for any posted non-management position upon the successful completion of their probationary period. Non-Sworn members may apply for any posted management position regardless of their probationary status at the time of the posted position.
  - TESTING:** In order to move forward to the selection process, candidates must pass the following computer based tests: Typing - 45 CWPM, Business Spelling - 70%, General Grammar - 70%, PBSO Telephone Skills - 70%, and PBSO Math - 70%.
  - SELECTION PROCESS:** Oral Board Interview which will constitute 100% of the final pass/fail selection weight. All offers of employment to external applicants and internal part-time to full-time or civilian to sworn candidates are also subject to and contingent upon successful completion of the CVSA/polygraph, background investigation, pre-employment physical examination and drug screening.
  - Applicants with a disability who require accommodation within the application/interview process should direct a request in advance to Human Resources.
  - DATE, TIME, AND LOCATION:** Testing, when required, will be conducted in Human Resources at a date and time to be announced. The date, times, and location of the interview process to be announced, in writing, by the hiring division.
  - FINAL RANKING:** Eligibility list will be produced in alphabetical order based on a pass/fail process with 3.0, the minimum passing score, which is equal to 60 points.
  - SELECTION/DURATION OF ELIGIBILITY LIST:**
    - Civilian and Non Specialty Units:** Eligibility list generally has a life of one year or until exhausted whichever is sooner, based on the date Human Resources certifies it is effective. The commander may select any qualified candidate appearing on the list for the vacant position. After filling a vacancy from the eligibility list, the commander may let the remainder of the list expire or repost any future vacant positions.
    - Specialty Units:** Eligibility list remains in effect for one year or until exhausted whichever is sooner, based on the date Human Resources certifies it is effective. The commander may select any qualified candidate appearing on the list for the vacant position.
  - REVIEW AND APPEAL PROCESS:** An appeal of a decision, scoring error, or test results shall be made in writing to the Human Resources Division Manager or designee within seven (7) calendar days after the release of any score or decision that eliminated the candidate from the process, or affected the candidate's score. This appeal process is the only method to appeal these matters and is available to internal PBSO applicants exclusively.

The screenshot shows a job search results page. A pink callout bubble with the letter 'M' points to the 'Add To Basket' button. The page includes a search bar, filters, and a table of job listings.

**Search:** To view all available jobs at the Palm Beach County Sheriff's Office, click the go button below.

**Keywords:**  (example: Marketing Java DBA)

**Date Posted:** Last Week

**Select Jobs:**

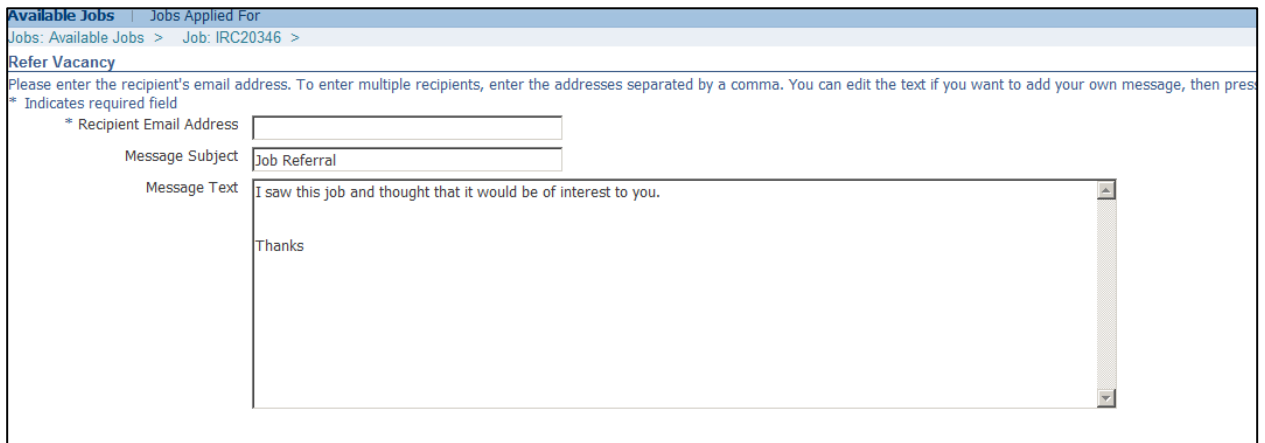
Select All	Select None	Select Name	Job Title	Organization Name	Date Posted	Employment Status	Minimum Salary	Maximum Salary	Apply Now
<input type="checkbox"/>	<input type="checkbox"/>	PC03245	Administrative Secretary	Accounting	20-Aug-2014	Full Time	3176	4727	<a href="#">Apply Now</a>

## Add to Basket

This is an option to help you find job postings without having to perform another search (**Call-Out M**). You can short list the jobs that interest you. You can click on job basket to view your short listed jobs.

## Refer

If you want to email this job to someone you know who may be interested in this vacancy click on the Refer' button and this will open new page where you can input the email address of the person to whom you want to send a link that a recipient can use to navigate to the job description.



The screenshot shows a web application interface for referring a job. At the top, there are two tabs: 'Available Jobs' and 'Jobs Applied For'. Below the tabs, there is a breadcrumb trail: 'Jobs: Available Jobs > Job: IRC20346 >'. The main heading is 'Refer Vacancy'. Below the heading, there is a instruction: 'Please enter the recipient's email address. To enter multiple recipients, enter the addresses separated by a comma. You can edit the text if you want to add your own message, then press'. Below the instruction, there is a list of fields: '\* Recipient Email Address' (with an asterisk indicating it is required), 'Message Subject', and 'Message Text'. The 'Recipient Email Address' field is empty. The 'Message Subject' field contains the text 'Job Referral'. The 'Message Text' field contains the text 'I saw this job and thought that it would be of interest to you.' and 'Thanks'.

## Apply Now

If you wish to apply now to the job vacancy you are reviewing - click on '**Apply Now**' button (*Call-Out N*). Complete all information that is required. Note that the system will log you out for security reasons if you are inactive within a page for any significant period (15 mins). To avoid frustration, it is recommended that your account profile is updated prior to submitting an application so that you can quickly review and submit application.

**Jobs Available Jobs** Save Search

**Search**

To view all available jobs at the Palm Beach County Sheriff's Office, click the go button below.

Keywords

Date Posted  Go Clear

Select Jobs: Add To Basket

[Select All](#) [Select None](#)

Select Name	Job Title	Organization Name	Date Posted	Employment Status	Minimum Salary	Maximum Salary	Apply Now
<input type="checkbox"/> <a href="#">BC20346</a>	Administrative Secretary	Accounting	26-Aug-2014	Full Time	3176	4727	<a href="#">Apply Now</a>

Click on 'Next' to Enter Application Details

**Review Account** **Enter Application Details** **Enter Disability Information** **Enter Veteran Information** **Assessment** **Review**

Application: Review Account [BC20346](#)

As part of your application, we will submit the following from your Account. You may use the fields below to make any corrections to your Account prior to completing this Application.

\* Indicates required field

Cancel Step 1 of 6: Review Account **Next**

**Resume**

To upload your resume to your account click Upload Resume.

Upload Resume

**Basic Details**

Please enter your personal information.

\* Last Name

First Name

Email Address

Person Middle Name

Person Name Suffix

**Address**

Country

\* Address Line1

Address Line2

Address Line3

City

Country

State

Zip Code

**Phone Numbers**

	Phone Number	Preferred Option
Home	<input type="text" value="561-688-3296"/>	<input type="text" value="Any"/>
Mobile	<input type="text" value="561-688-3207"/>	<input type="text" value="Evening"/>
Work	<input type="text" value="561-688-3298"/>	<input type="text" value="DO not Call"/>
Primary Number	<input type="text"/>	<input type="text"/>

**Documents**

File Name	File Type	Upload Date	Description
<a href="#">Slater_Mark.htm</a>	System Generated Resume	21-Aug-2014	Resume generated using resume style Style 1.

Add Another Document

Review Account   Enter Application Details   Enter Disability Information   Enter Veteran Information   Assessment   Review

Application: Other Info IRC20346  
\* Indicates required field


Cancel Back Step 2 of 6: Enter Application Details Next

### Applicant Responsibility

Posting Source

Source Name   
(example: if you saw our ad in a Newspaper, which Newspaper?)

### Equal Employment Opportunity

Date of Birth    
(example: 21-Aug-2014)

Sex

Ethnic Origin   
Select the ethnic group with which you identify most closely.  
☒ I do not want to disclose my EEO information.

Cancel Back Step 2 of 6: Enter Application Details Next

Click on 'Next' to enter Disability Information

Review Account   Enter Application Details   Enter Disability Information   Enter Veteran Information   Assessment   Review

Apply for Job: Disability Information

Cancel Back Step 3 of 6: Enter Disability Information Next

### Voluntary Self-Identification of Disability

OMB Control Number 1507-0047  
Expires 1/31/2015

#### Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.<sup>1</sup> To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

#### How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness • Autism • Bipolar disorder • Post-traumatic stress disorder (PTSD)
- Deafness • Cerebral palsy • Major depression • Obsessive compulsive disorder
- Cancer • HIV/AIDS • Multiple sclerosis(MS) • Impairments requiring the use of a wheelchair
- Diabetes • Schizophrenia • Missing limbs or partially missing limbs • Intellectual disability(previously called mental retardation)
- Epilepsy • Muscular dystrophy

Please check one of the boxes below:

☐ YES, I HAVE A DISABILITY (or previously had a disability)

☐ NO, I DON'T HAVE A DISABILITY

☐ I DON'T WISH TO ANSWER

Your Name : Slater, Mark   Today's Date : 2014-08-21

#### Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

<sup>1</sup>Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Click on 'Next' to enter Veteran Information

Review Account   Enter Application Details   Enter Disability Information   Enter Veteran Information   Assessment   Review

Apply for Job: Veteran Information

Cancel Back Step 4 of 6: Enter Veteran Information Next

### Voluntary Self-Identification of Veterans

1. This employer is a Government contractor subject to the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A 'disabled veteran' is one of the following:
  - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
  - a person who was discharged or released from active duty because of a service-connected disability
- A 'recently separated veteran' means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An 'active duty wartime or campaign badge veteran' means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An 'Armed forces service medal veteran' means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12965.

Protected veterans may have additional rights under USERRA—the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 18664USADOL.

2. If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

☐ I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED ABOVE

☒ I AM NOT A PROTECTED VETERAN

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

3. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

4. The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

Cancel Back Step 4 of 6: Enter Veteran Information Next

Click on **'Next'** to enter Assessment

Test Instructions: PISO Job Minimum Qualifications

Please answer all questions.

Cancel Continue

Cancel Continue

Click on **'Continue'**



**Test Instructions: PBSO Join Minimum Qualifications**

Answer the questions on this page. Click Summary to see which questions you need to answer before submitting the test. Click Finish Test if you are ready to submit your test.

Cancel Summary Page 1 of 1 **Finish Test**

---

**Application Minimum Criteria**

(Answer all questions in this section)

1. Have you been dishonorably discharged from any of the Armed Forces of the United States?
  - ☐ Yes
  - ☐ No
2. Do you possess a valid Driver's License or a Florida Identification Card?
  - ☐ Yes
  - ☐ No
3. Have you used tobacco products (i.e. cigarettes, cigars, pipes or smokeless tobacco referred to as chewing tobacco and snuff or any other tobacco related product) in the one (1) year immediately preceding application for employment?
  - ☐ Yes
  - ☐ No
4. Have you used marijuana in the one (1) year prior to employment application submission; or used any other illegal drugs in the three (3) years prior to employment application submission?
  - ☐ Yes
  - ☐ No
5. Are you 21 years of age for Sworn positions / 18 years for Civilian positions?
  - ☐ Yes
  - ☐ No
6. Do you have the legal right to work in this country (you are a citizen of this country or have a valid Work Permit)?
  - ☐ Yes
  - ☐ No
7. Are you a High School Graduate or have you received your GED equivalent?
  - ☐ Yes
  - ☐ No
8. Are you able to perform the essential functions of the job for which applying with or without reasonable accommodation?
  - ☐ Yes
  - ☐ No
9. Do you have a solid stable work history free of repeated disciplinary actions suspensions terminations and resignations?
  - ☐ Yes
  - ☐ No
10. Have you achieved satisfactory evaluations and favorably completed at least one year of employment unless position is designated by the Palm Beach County Sheriff's Office as a critical need position at the time of application?
  - ☐ Yes
  - ☐ No
11. Are you free of convictions involving domestic abuse or violence?
  - ☐ Yes
  - ☐ No
12. Are you free of convictions of any felony?
  - ☐ Yes

Click on **‘Finish Test’**

**Information**

Review the information below before submitting the Test.

**Confirm Test Submission: PBSO Join Minimum Qualifications**

If you are sure you want to submit the test, click Submit Test. Click Return To Test to revisit test questions. Click Summary to see a list of all questions in this test.

You have completed: 15 out of 15 questions.

Cancel Summary Return To Test **Submit Test**

Cancel Summary Return To Test Submit Test

Click on **‘Submit Test’**

Click on **‘Finish’** to submit

Review Application: RC-25345

Cancel Back Step 6 of 6: Review **Finish**

### Personal Details

**Overview**

Last Name: **Slater**  
 First Name: **Mark**  
 Email Address: **MSlater@abc.com**  
 Person Middle Name:  
 Person Name Suffix:  
 Display Language: **American English**

Address Line1: **234 SE**  
 City: **West Palm Beach**  
 State: **FL**  
 Postal Code: **33411**  
 Country: **United States**

**Phone Numbers**

	Phone Number	Preferred Option
Home	561-688-3206	Any
Mobile	561-688-3207	Evening
Work	561-688-3208	DO not Call
Primary Number		

**Documents**

File Name	File Type	Upload Date	Description
<a href="#">Slater_Mark.htm</a>	System Generated Resume	21-Aug-2014	Resume generated using resume style Style 1.

### Education, Qualification and Employment Details

**Employment History**

Details Employer	Start Date	End Date	Job Title	Location
No results found.				

**Education**

Educational Institution	Location	Start Date	End Date	Degree	Major Subject	Date Received
No results found.						

**Skills**

Skill	Level
No results found.	

### Application Assessment

Application Minimum Criteria  
 (Answer all questions in this section)

**Confirmation** – Thank you for submitting your application

**Confirmation**  
 Thank you for submitting your application.

**Jobs: Available Jobs**

### Search

To view all available jobs at the Palm Beach County Sheriff's Office, click the go button below.

Keywords:

(example: Marketing Java DBA)

Date Posted:

Select Name	Job Title	Organization Name	Date Posted	Employment Status
No search conducted.				

Home Jobs Job Basket Logout Diagnostics

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