



Pinellas County Government Job Alerts

Subscribe to job alerts to find out when new Pinellas County Government opportunities become available.

- 1 Visit the Pinellas County Government Career Center at www.pinellascounty.org/hr/opportunities.
- 2 Search for the jobs you are interested in by entering *Description Keywords*, and/or clicking on criteria such as the *Location*, *Department/Division*, or *Who May Apply*. Click **Save** for each search item selected.

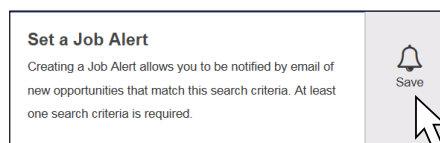
See an example below:

The screenshot shows a search criteria form with four sections: 'Description Keywords' with the text 'Park Ranger', 'Location' with 'HR-War Veterans Memorial Park', 'Department/Division' with 'BCC: Parks and Conservation Resources Depar', and 'Who May Apply' with 'Select All That Apply...'. Each section has a dropdown menu icon on the right.

- 3 After selecting your search criteria, click the blue **Search** box.



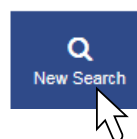
- 4 Click the **Save** bell icon in the Set a Job Alert box.



- 5 Enter your email address (home or work — your choice), and click **Submit**.

The form shows 'Email address: *' with the text 'myemail@gmail.com' in the input field. Below the field are 'Submit' and 'Cancel' buttons, with a mouse cursor pointing to the 'Submit' button.

- 6 If you want to create another job alert, click **New Search** and enter new search criteria.



- 7 To manage your job alerts, go to the Career Center, click **Login Page**, enter your email and password, click **My Jobs**, and view your *Job Alert Subscriptions*.

