

**Applying On-Line
Frequently Asked Questions (FAQs)
Updated 1/08**

1. Why should I apply on-line?

Applying on-line is convenient and easy and you will receive immediate notification of application receipt each time you apply. Applicants who file on-line can submit applications up to 11:59 pm on the final day of filing. The information you enter on your on-line application is saved and can be used to complete applications for future job openings. Any necessary amendments, such as experience or education, can be updated immediately and the changes are saved in your account. You will also receive status notifications via e-mail.

2. How do I apply online or create an account?

View our list of employment opportunities. Once you find a position of interest, click on the "Apply" option located to the right of the job title. You will then create an account that must include a unique username and password.

NOTE: Each applicant must have his/her own e-mail address when setting up an account. The application can be saved and used to apply for more than one job opening. Do not share your username and password with anyone.

3. Where are the bulletins for promotional and employment opportunities posted?

You can access the bulletins for current promotional and employment opportunities listings on this website.

4. Can anyone apply for "Promotional Opportunities"?

No. The Promotional Opportunities" shown on the website are open **only to** Los Angeles Superior Court employees. All other persons may apply only for open competitive titles on the Employment Opportunities page.

5. If I submit an application on-line am I required to submit a paper application?

No, you do not need to submit a duplicate paper application if you have already submitted your application on-line. However, any documentation that may be required to complete your application materials must be submitted by mail or in person in accordance with the instructions included on the job bulletin.

6. If I submit multiple applications will Human Resources review all of them?

No, only the last application received by the deadline will be reviewed.

7. Do I need to provide an e-mail address?

Yes, all applications must include an e-mail address. You will receive immediate e-mail notification confirming receipt of your application and status of your eligibility. Qualified applicants receive e-mail notification of written, interview and other examination components.

8. When I apply on-line do I need to provide information for all of my past experience? Can I submit a resume instead of listing my experience?

Yes, all applicants are required to provide employment experience which includes the past 10 years to allow a thorough review. List the most recent job information first and then list separately all other jobs held and the job/payroll titles and duties for each. Include volunteer experience and any periods of unemployment over the last ten years.

9. Am I required to list experience for each classification title I have held separately?

Yes, you should list separately all the experience for each classification title (job) held over the past ten years. Applications must be completed in sufficient detail and clarity to permit a comprehensive review and evaluation. Any experience omitted from the application cannot be considered.

10. Why do I have to list my experience if this information is contained in my personnel folder?

Although your experience information is contained in the personnel folder, Human Resources Recruitment and Selection staff will review only the experience information provided on your original application. Therefore, it is important to include all of your work experience.

11. Can I apply for jobs in certain locations?

Yes. It is important that you mark on the application the type of work and the locations you prefer. As vacancies occur in different locations, the names of qualified applicants are referred.

12. If I create an account and I input all of my information, is it saved in the system? Can I access the information at another time?

Yes, the information you enter into the account that you create is saved in the system and may be updated at any time. However, once you submit an on-line application for an open position you will no longer be able to update the information on that particular application.

13. Do you offer special services for persons with disabilities?

We will provide reasonable testing accommodations for applicants with disabilities. Applicants wishing to request accommodation should mark "Yes" indicating you are a person with a Disability. Applicants will be contacted by the Office of Human Resources.

14. Can I apply for a job without reading the bulletin?

No, that is not advisable. The bulletin contains important information regarding the recruitment process. Therefore, we strongly recommend that you read the entire bulletin.

15. If I apply on-line and need to submit documentation, what do I need to do?

You may either submit the required documentation in person or by mail to Human Resources Administration located at 111 N. Hill Street, Room 203, Los Angeles, CA 90012 by 5:00 pm on the final filing date or as indicated on the bulletin. If the required documentation is not received by the indicated deadline, your application materials will be deemed incomplete and disqualified accordingly. You must include your first and last names and the examination title on the documentation you submit. Facsimile copies and postmarks will not be accepted.

16. When I apply on-line should I type the information using all capitals or lower case letters?

No, you should type the information on your application using proper capitalization, punctuation and standard use of upper and lower case letters.

17. Can I submit an application for someone else using my account?

No, you may not. Each individual must establish their own account at CourtNet (for Court employees) or the Court's internet website at www.lasuperiorcourt.org.

18. How will I receive my notification?

You will receive notification via e-mail. When creating an on-line account, you must enter your e-mail address. Make sure the e-mail address you enter is accurate and current. Entering an incorrect or invalid e-mail will cause your notice to be returned and delay your notification.

19. Can I use an e-mail address of another applicant?

No, you should never use the e-mail address of another applicant. To do so may result in disqualification from a recruitment process. Each applicant must have their own e-mail account. Furthermore, sharing e-mail accounts can compromise the confidentiality of your application and create confusion as to the identity of the applicant.

20. Do I need to maintain copies of the e-mails I receive?

Yes, you should maintain copies of all e-mails you receive for your records and future reference.

21. I want to keep informed about available jobs. How do I do that?

You can receive immediate notification of promotional and career opportunities by completing an on-line interest card as follows:

Go to www.lasuperiorcourt.org and click on 'Employment'.

- a. Click on 'Job Descriptions'.
- b. If you are interested in a job for which the Court is not currently recruiting for, complete the on-line job interest card by clicking on the class specification title and then on the 'Notify me when this position becomes available' link.

22. I don't see a job I'm interested in. Can you notify me when a particular job opens?

If our current openings do not include jobs you are interested in at this time, you may complete a "Job Interest" request. There are two ways to sign up for e-mail notifications -- you can request job notification by specific job titles; or you can request job notification by category. You will be notified by e-mail once the position(s) you are interested in is open for recruitment.

23. What do I do if I do not receive an e-mail notification?

If you do not receive an e-mail notification, check your spam or junk mail to ensure your notification was not filtered out. Also, check the e-mail address on your account to make sure it's accurate and current. If any changes need to be made to your e-mail address on your on-line account, contact Human Resources Administration at (indicate telephone number). Please note: e-mail notifications are generated via a lasuperiorcourt.org e-mail account.

24. May I use my Court e-mail address as my contact e-mail address?

Yes, if you are a Court employee, you may use your Court e-mail as your contact e-mail address. Ideally, you should use an e-mail account that you check frequently.

25. What requirements must I meet to be eligible for recruitment, the requirements listed on the Job Bulletin or the requirements listed on the job description (Class Specification)?

To be eligible for recruitment you must meet the requirements listed on the "Job Posting/bulletin."