



# HOW TO APPLY FOR A JOB

## WITH MULTNOMAH CIRCUIT COURT

*STEP-BY-STEP INSTRUCTIONS*



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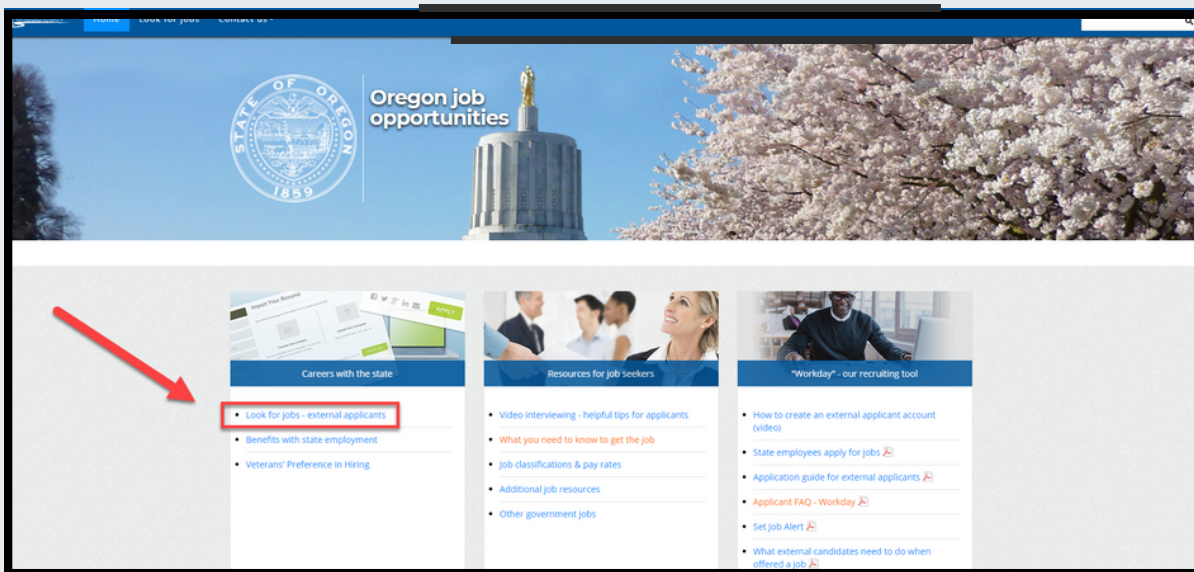


## Step 1:

# CREATE AN ACCOUNT IN WORKDAY

For external applicants, the first step in the application process is to create an account in Workday.

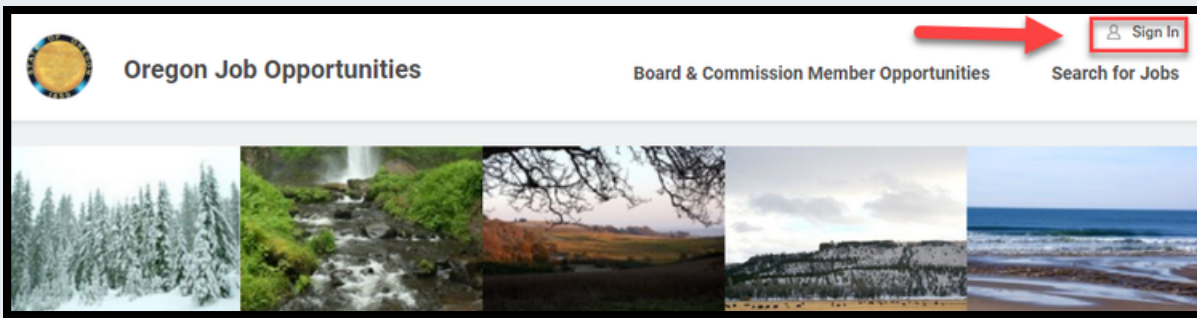
To create an account, go to [www.oregon.gov/jobs](http://www.oregon.gov/jobs) and click on *"Look for jobs - external applicants."*



This will take you to the Workday search page with the title *"Oregon Job Opportunities."*

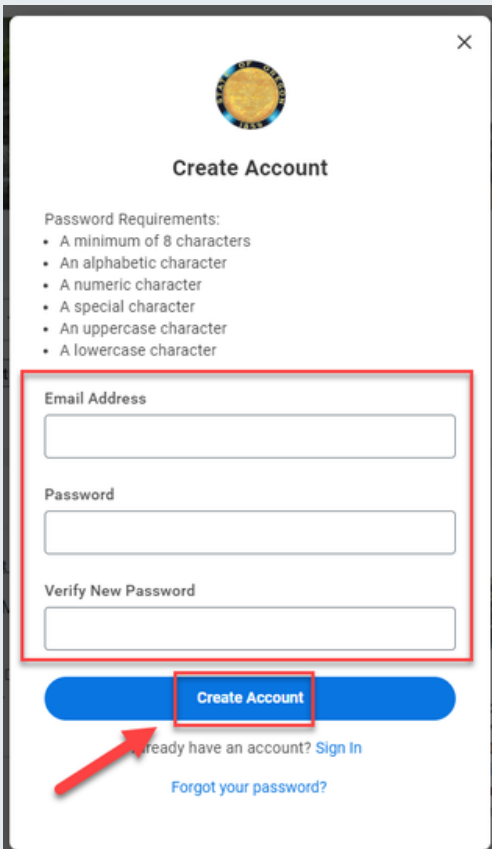
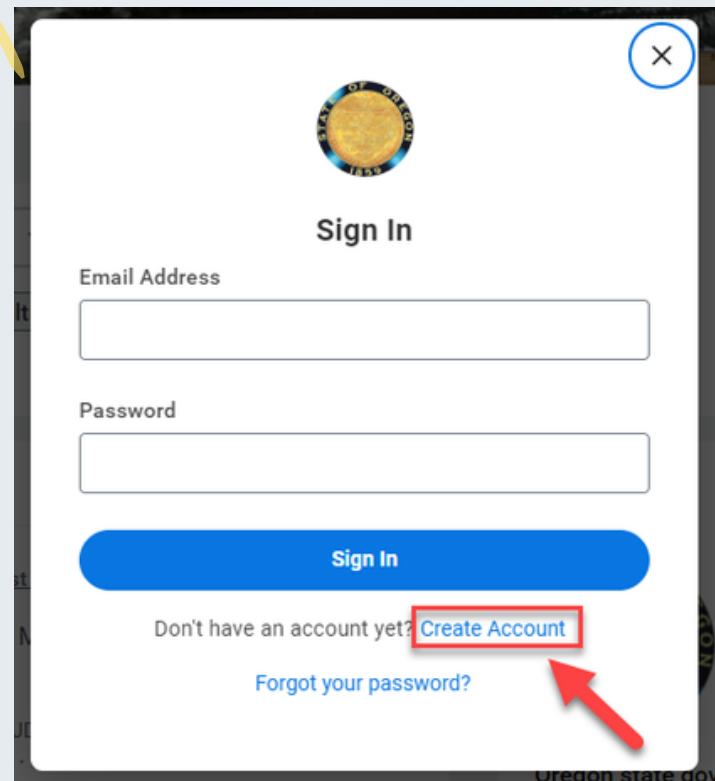
Click on the "Sign In" button in the upper right-hand corner:

1



Click on "Create account" in the popup window that appears:

2



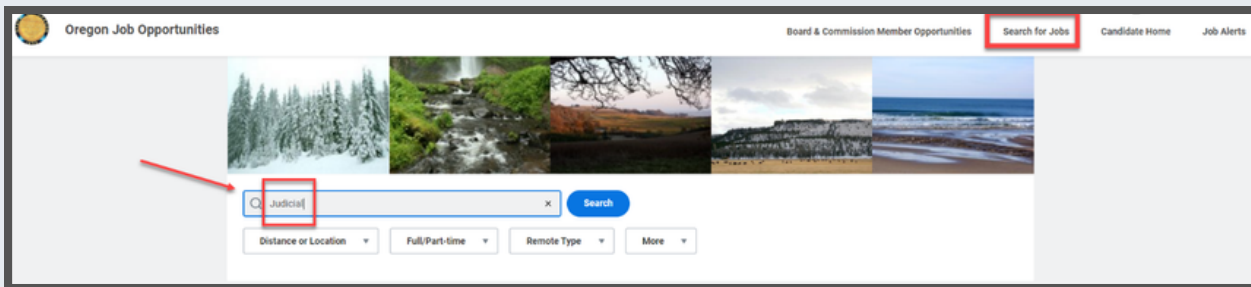
3

In the next popup window that appears, enter your email address, create a password, and click "Create Account."

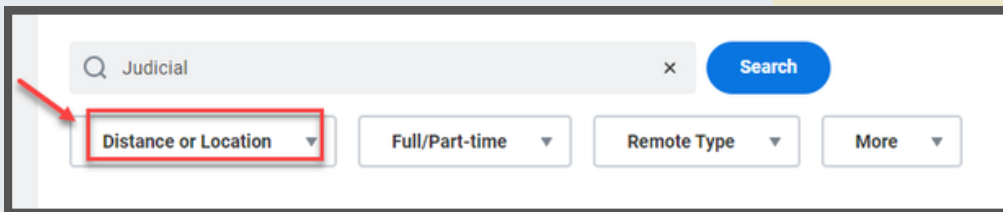
## Step 2:

# HOW TO SEARCH FOR JOBS IN WORKDAY

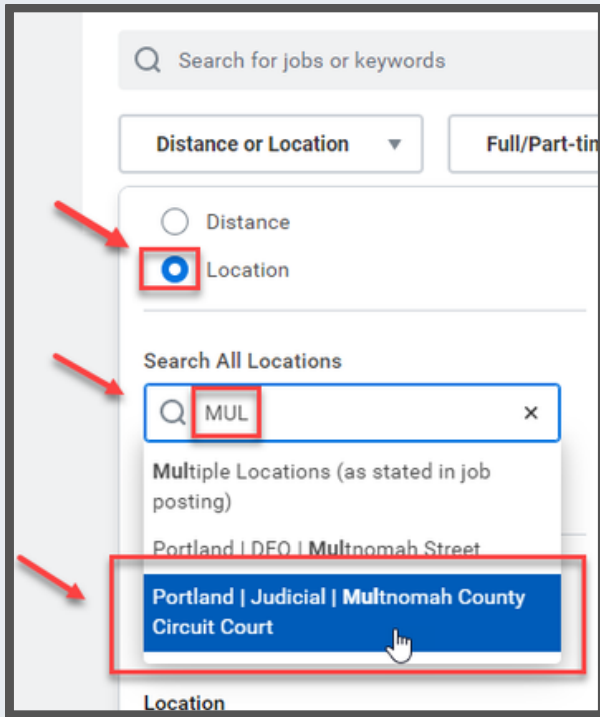
To find jobs with Multnomah Circuit Court, you will need to set your filters in Workday. Log into Workday and go to the “*Search for Jobs*” page and type “*Judicial*” in the search bar:”



Next, click on the drop-down arrow next to “*Distance or Location.*”



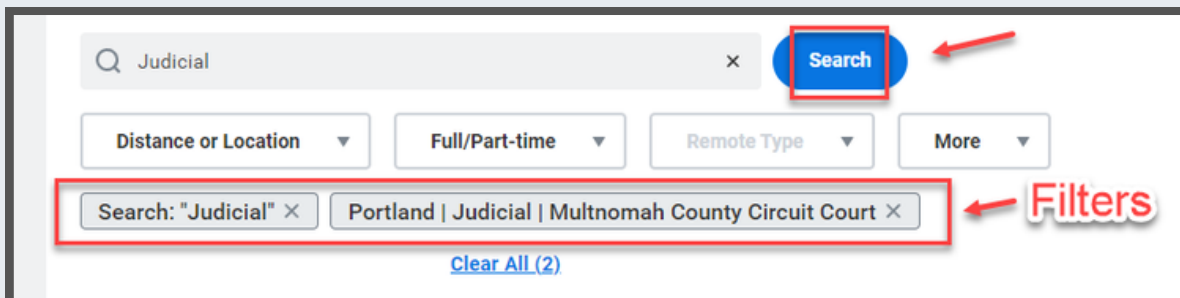
Select "Location" and then enter "MUL" in the search bar and select "Portland | Judicial | Multnomah County Circuit Court."



You should now see two filters beneath the search bar: "Judicial" and "Multnomah County Circuit Court."



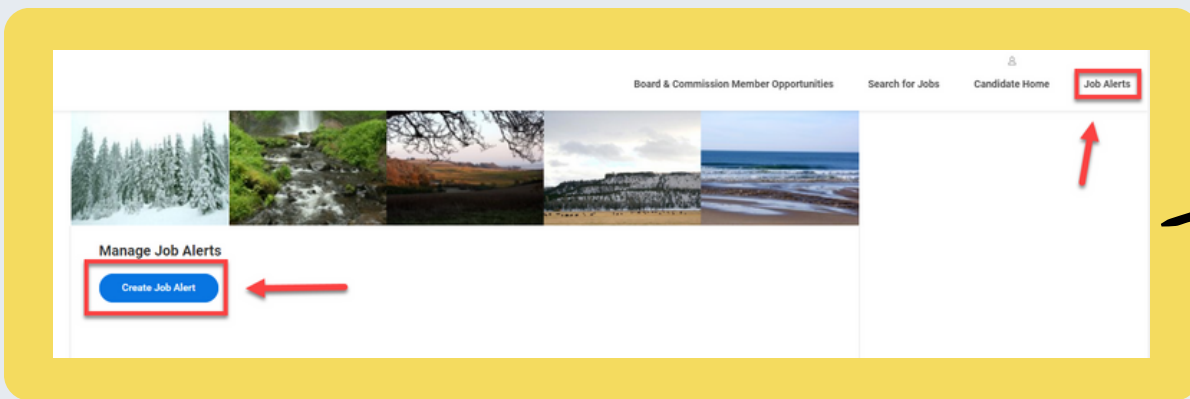
Click the "Search" button and a list of current Multnomah Circuit Court job postings will appear.



Step 3:



# SETUP JOB ALERTS IN WORKDAY



## LOG INTO WORKDAY

- Click on Job Alerts
- Under Manage Job Alerts click on Create Job Alert
- In pop-up window, create a name and select jobs you want to receive alerts for

**Create Job Alert**

Name Your Job Alert \*  
Example Job Alert

Frequency \*  
Weekly

Location  
x Portland

Company  
x Judicial Department

Job Family

Full/Part-time

Worker Type

OK Cancel

## Step 4:

# Cover Letter

## Tips



Address Letters  
to the Hiring  
Manager

Ms. Jane Doe  
555-555-5555  
janedoe@gmail.com  
1212 ABC Street  
Portland 97204

To The Hiring Manager  
Oregon Judicial Department  
1200 SW 1st Ave  
Portland 97204  
United States

RE: Court Operations Specialist

To The Hiring Manager:

I am writing to express my interest in the Court Operations Specialist position at your organization. With my extensive background in court operations and administrative management, I believe I am an ideal candidate for this role.

As a highly motivated and detail-oriented individual, I bring over 5 years of experience working in the legal industry. During this time, I have developed a comprehensive understanding of court procedures, scheduling hearings, and coordinating with judges, attorneys, and other stakeholders. I have also managed a range of administrative functions such as managing court records, preparing legal documents, and maintaining case management systems.

My exceptional communication and interpersonal skills enable me to collaborate effectively with legal professionals, clients, and other key stakeholders. I am highly organized, skilled in data management, and can maintain confidentiality while working with sensitive information.

Furthermore, my expertise in implementing new technologies and streamlining processes has helped me to achieve significant cost savings and improve efficiency. I am highly adaptable to change and am always seeking to evolve processes to achieve optimal results.

I am confident that my skills, experience, and passion for court operations make me an ideal candidate for this position. Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

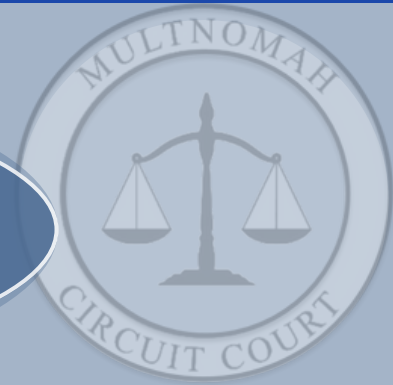
Sincerely,

Jane Doe (She/Her)

The body of your letter  
should respond to each  
requested skill and  
attribute listed in the  
posting




**ATTN. VETERANS:**  
If you present the proper  
paperwork and meet all  
the required skills and  
attributes in your cover  
letter, you will be invited to  
interview for the position.





# RESUME TIPS

## INCLUDE

-  Phone number
-  email address
-  Mailing address

## RESUME LANGUAGE SHOULD BE

- Specific rather than general
- Active rather than passive
- Written to express not impress
- Fact-based (quantify and quality)
- Written for people who can scan quickly

## DO:

- Be consistent in format and content
- Make it easy to read and follow
- List Headings (such as Experience) in order of importance
- Within headings, list information in reverse chronological order (most recent first)
- Avoid missing gaps, such as, missing summer
- Be sure your formatting translated properly when converted to a .pdf

## DON'T:

- Include a picture
- Use personal pronouns (such as I)
- Abbreviate
- Use a narrative style
- Include age or sex
- Start each line with a date
- List References

## TOP 5 RESUME MISTAKES

- Spelling and grammar errors
- Missing email and phone information
- Using passive language instead of action words
- Not well organized or easy to skim
- Not tailored to the position

## Step 6:

# IN PERSON INTERVIEWS

If you are selected for an interview, you will be contacted to schedule a date and time. If the interview will be in person, plan on arriving at least 15 minutes before your interview time. Allow extra time for potential traffic delays, to find parking and for getting through courthouse security checkpoints.



## CENTRAL COURTHOUSE

The Central Courthouse is located at 1200 SW First Avenue, Portland, OR 97204. The public entrance is on the corner of SW First Avenue and Madison Street. Parking is not provided.



## EAST COUNTY COURTHOUSE

The East County Courthouse is located at 18480 SE Stark Street, Portland, OR 97233. Parking is provided.



## JUSTICE CENTER

The Justice Center is located at 1120 SW Third Avenue, Portland, OR 97204. The public entrance is on SW Third Avenue between Main and Madison Streets. Parking is not provided.



## JUVENILE JUSTICE CENTER

The Juvenile Justice Center is located at 1401 NE 68th Avenue, Portland, OR 97213. Parking is provided.



### TAKING PUBLIC TRANSPORTATION?

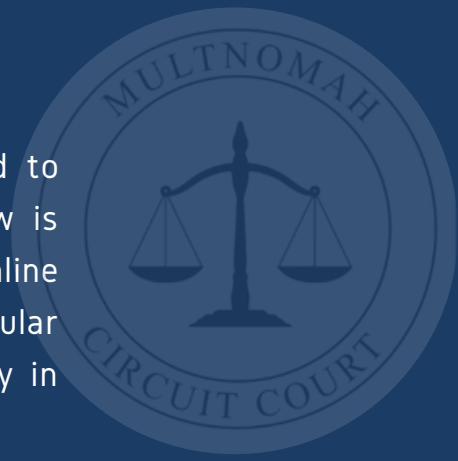
Many state employees take public transportation to court facilities. Scan the QR Code to plan your trip using [Trimet's Trip Planner!](#)



### YOU ARE ENTERING A SECURED FACILITY

Weapons of any kind are strictly prohibited and may be confiscated. Prohibited items include pepper spray, pocket knives, mace, and razor blades. Confiscated items are disposed of by courthouse security.

# VIRTUAL INTERVIEWS



If you have been selected to interview online, you will be contacted to schedule a date and time. Once the date and time of the interview is confirmed, you will receive a link that will allow you to join the online interview from your electronic device. Virtual interviews are popular alternatives to in-person interviews as they allow for more flexibility in scheduling.

## WHAT IS A VIRTUAL INTERVIEW?

A virtual interview is an interview conducted over videoconferencing software such as Microsoft Teams. There is no cost to you for downloading or using this software.



## HOW TO INSTALL MICROSOFT TEAMS

Scan this QR code for instructions on how to download, install, and join a Microsoft Teams meeting. Make sure your electronic device is running the latest software and that you have access to a strong and reliable internet connection.

## EQUIPMENT CHECK

Set yourself up for success by testing your electronic device's camera, audio, and mic settings prior to your online interview. Consider using a headset for clearer audio.



## BE PROFESSIONAL

Choose a quiet space to have your interview. Be mindful of your background. Conduct yourself as if you were sitting in a room with your interviewers.

## FEELING NERVOUS ABOUT A VIRTUAL INTERVIEW?

Having interview anxiety is normal and feeling particularly nervous about a VIRTUAL interview is normal, too! Technology woes happen to all of us, so we understand the frustration when technology fails. While we can't prevent all technical mishaps, we can focus on what is in our control. Consider having a secondary device as backup or writing down the call-in number for the virtual interview in case your primary device fails.

## Step 7:

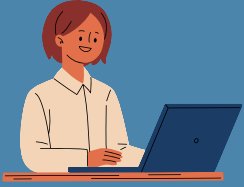
# INTERVIEW TIPS

We know interviews can be anxiety-provoking experiences and we want to help you be as comfortable and confident as possible.

Here are a few tips to consider when preparing for your interview.



## RESEARCH THE ORGANIZATION

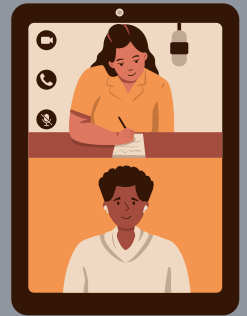


Reread the job description and the organization's mission statement. What interests you the most about working with us? Scan the QR code below to learn more about the [Oregon Judicial Department](#).



## ROLE-PLAY THE INTERVIEW

Ask a mentor, colleague, or trusted individual to run through a mock interview with you. Then, ask for feedback. Consider your strengths and where you can improve. Keep your answers concise and focused.



## PREPARE THOUGHTFUL QUESTIONS

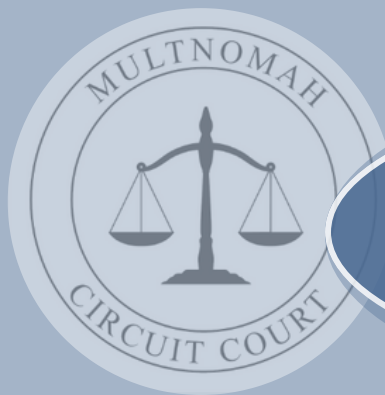
Finding the right fit for a position is a two-way street. We encourage you to be as curious about us as we will be about you!



## BE YOURSELF

The Oregon Judicial Department embraces equal opportunity and affirmative action. We are committed to building a diverse team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.





# AFTER THE INTERVIEW

## IF YOU ARE SELECTED FOR HIRE, HERE'S WHAT TO EXPECT

### Reference Request

Provide 3-5 professional references. Include name, phone & email. At least one of the references should be a recent supervisor.

### BACKGROUND CHECK

Be prepared to give other names used, birth name, pre-married name, also known as and formally known as. Provide SSN, address, driver's license and birthday.

### INFORMAL OFFER

You will receive a call to discuss an informal job offer and work out a tentative start date.

### FORMAL OFFER LETTER

This will confirm your start date/time, where to report to on your first day and salary. It will also suggest you look at the Judicial Department Personnel Rules and benefits.