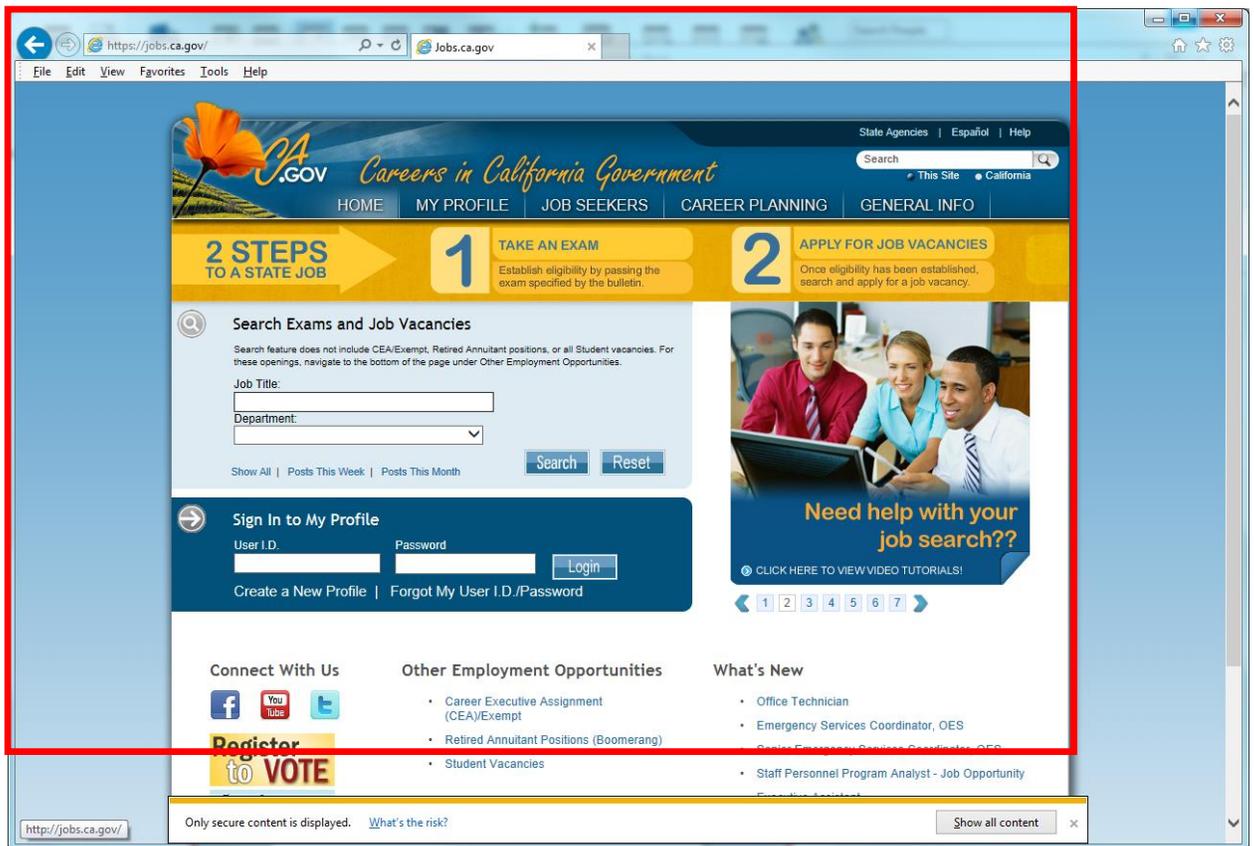


What is ENOTIFY?

The eNotify system allows an individual to enter their email address to be notified (via email) when vacancies for specific classes are added to the State's Virtual Position (VPOS) listing, which is a web-based vacant positions database.

Step-by-Step instructions to access the State of California's Human Resources Department VPOS and eNotify online system:

1. Access Jobs Link @ <https://jobs.ca.gov/>.
2. The "Home" page will appear



3. Type in the classification name in the "Job Title" box.



- Click the down arrow in the “Department” box and choose a specific State of California Department from the list or leave blank. If left blank, all vacancies within the job classification listed in step 3 for *all* State Departments will appear.



Search Exams and Job Vacancies
Search feature does not include CEA/Exempt, Retired Annuitant positions, or all Student vacancies. For these openings, navigate to the bottom of the page under Other Employment Opportunities.

Job Title:
Office Technician

Department: ▼

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- Select the “Search Button”.



Search Exams and Job Vacancies
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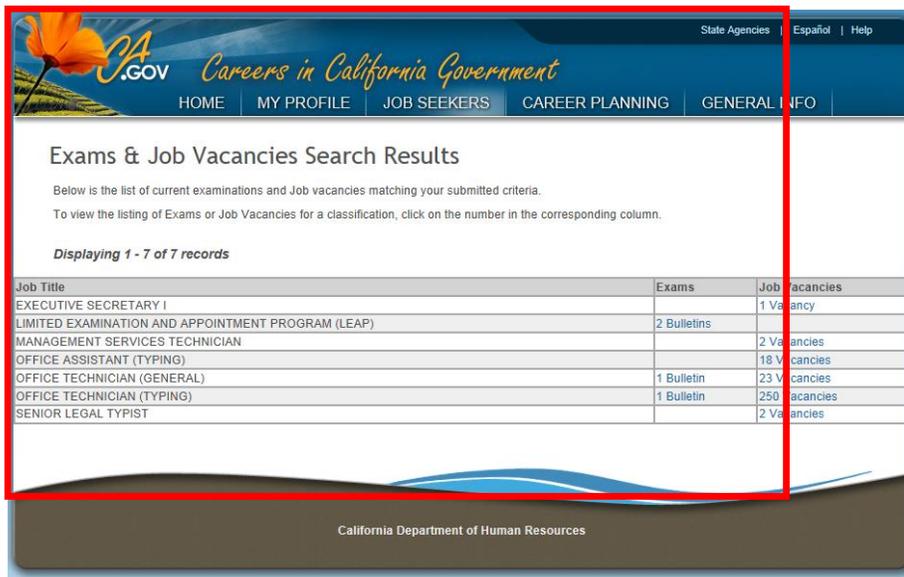
Job Title:
Office Technician

Department: ▼

Show All | Posts This Week | Posts This Month

Search [Reset](#)

- The “Exams & Job Vacancies Search Results” page will appear with a listing of the current vacancies in the classification and or department requested.



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Exams & Job Vacancies Search Results

Below is the list of current examinations and Job vacancies matching your submitted criteria.
To view the listing of Exams or Job Vacancies for a classification, click on the number in the corresponding column.

Displaying 1 - 7 of 7 records

Job Title	Exams	Job Vacancies
EXECUTIVE SECRETARY I		1 Vacancy
LIMITED EXAMINATION AND APPOINTMENT PROGRAM (LEAP)	2 Bulletins	
MANAGEMENT SERVICES TECHNICIAN		2 Vacancies
OFFICE ASSISTANT (TYPING)		18 Vacancies
OFFICE TECHNICIAN (GENERAL)	1 Bulletin	23 Vacancies
OFFICE TECHNICIAN (TYPING)	1 Bulletin	250 Vacancies
SENIOR LEGAL TYPIST		2 Vacancies

California Department of Human Resources

- Select the hyperlink in the “Job Vacancies” section of the result, and all current job vacancies within that classification will appear.

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Exams & Job Vacancies Search Results

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Displaying 1 - 7 of 7 records

Job Title	Exams	Job Vacancies
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California Department of Human Resources

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Job Vacancy Search Results

Below is the list of current Job Vacancies matching your submitted criteria.
Click on the corresponding Job Title to view the Job Vacancy information for specific vacancy.

Results 18 Vacancy(s)

New Search

Job Title	Approximate Salary	Job Type	Department and Location	Posted	Deadline
OFFICE TECHNICIAN (TYPING)	\$2,740.00-\$3,429.00	Full Time Permanent	EDUCATION, DEPARTMENT OF Sacramento, SACRAMENTO	12/03/14	12/17/2014
OFFICE TECHNICIAN (TYPING)	\$2,740.00-\$3,429.00	Full Time Permanent	AIR RESOURCES BOARD, STATE Sacramento, SACRAMENTO	12/02/14	12/15/2014
OFFICE TECHNICIAN (TYPING)	\$2,740.00-\$3,429.00	Full Time Permanent	EDUCATION, DEPARTMENT OF Sacramento, SACRAMENTO	11/26/14	12/10/2014
OFFICE TECHNICIAN (TYPING)	\$15.50-\$19.40	Intermittent 1500 per year	AIR RESOURCES BOARD, STATE Sacramento, SACRAMENTO	11/26/14	Until Filled
OFFICE TECHNICIAN (TYPING)	\$2,740.00-\$3,429.00	Full Time Permanent	INDUSTRIAL RELATIONS, DEPARTMENT OF Santa Ana - PAR, ORANGE	11/25/14	12/11/2014
OFFICE TECHNICIAN (TYPING)	\$2,740.00-\$3,429.00	Full Time Permanent	INDUSTRIAL RELATIONS, DEPARTMENT OF Oakland, ALAMEDA	11/21/14	12/09/2014
OFFICE TECHNICIAN (TYPING)	\$2,740.00-\$3,429.00	Full Time Permanent	INDUSTRIAL RELATIONS, DEPARTMENT OF San Francisco, SAN FRANCISCO	11/21/14	12/09/2014
OFFICE TECHNICIAN (TYPING)	\$2,740.00-\$3,429.00	Full Time Permanent	JUSTICE, DEPARTMENT OF BFS/CVL, SAN JOAQUIN	11/21/14	12/12/2014
OFFICE TECHNICIAN (TYPING)	\$2,740.00-\$3,429.00	Full Time Permanent	INDUSTRIAL RELATIONS, DEPARTMENT OF San Francisco, SAN FRANCISCO	11/21/14	12/09/2014
OFFICE TECHNICIAN (TYPING)	\$2,740.00-\$3,429.00	Full Time Permanent	INDUSTRIAL RELATIONS, DEPARTMENT OF San Francisco, SAN FRANCISCO	11/21/14	12/09/2014
OFFICE TECHNICIAN (TYPING)	\$2,740.00-\$3,429.00	Part Time 20 hours	INDUSTRIAL RELATIONS, DEPARTMENT OF San Jose, SANTA CLARA	11/20/14	12/08/2014
OFFICE TECHNICIAN (TYPING)	\$2,740.00-\$3,429.00	Full Time Permanent	INDUSTRIAL RELATIONS, DEPARTMENT OF Foster City, SAN MATEO	11/20/14	12/08/2014
OFFICE TECHNICIAN (TYPING)	\$2,740.00-\$3,429.00	Full Time Permanent	JUSTICE, DEPARTMENT OF DLE/BFS/RL/RIVERSIDE, RIVERSIDE	11/14/14	12/05/2014
OFFICE TECHNICIAN (TYPING)	\$2,740.00-\$3,429.00	Full Time Permanent	CORRECTIONS AND REHABILITATION, CORRECTIONAL TRAINING FACILITY Correctional Training Facility, MONTEREY	11/05/14	11/20/2015

8. Click on any job title hyperlink in the left column and the VPOS Advertisement will appear. This is the job announcement that will list a brief description of the job and instructions on how and where to apply. If interested, follow all directions on this job announcement bulletin.

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Job Vacancy Search Results

Below is the list of current Job Vacancies matching your submitted criteria.

Click on the corresponding Job Title to view the Job Vacancy information for specific vacancy.

Results 18 Vacancy(ies)

New Search

Job Title	Approximate Salary	Job Type	Department and Location	Posted	Deadline
OFFICE TECHNICIAN (TYPING)	\$2,740.00-\$3,429.00	Full Time Permanent	EDUCATION, DEPARTMENT OF Sacramento, SACRAMENTO	12/03/14	12/17/2014
OFFICE TECHNICIAN (TYPING)	\$2,740.00-\$3,429.00	Full Time Permanent	AIR RESOURCES BOARD, STATE Sacramento, SACRAMENTO	12/02/14	12/15/2014
OFFICE TECHNICIAN (TYPING)	\$2,740.00-\$3,429.00	Full Time Permanent	EDUCATION, DEPARTMENT OF Sacramento, SACRAMENTO	11/26/14	12/10/2014
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OFFICE TECHNICIAN (TYPING)	\$2,740.00-\$3,429.00	Full Time Permanent	INDUSTRIAL RELATIONS, DEPARTMENT OF Oakland, ALAMEDA	11/21/14	12/09/2014
OFFICE TECHNICIAN (TYPING)	\$2,740.00-\$3,429.00	Full Time Permanent	INDUSTRIAL RELATIONS, DEPARTMENT OF San Francisco, SAN FRANCISCO	11/21/14	12/09/2014
OFFICE TECHNICIAN (TYPING)	\$2,740.00-\$3,429.00	Full Time Permanent	JUSTICE, DEPARTMENT OF BFS/CVL, SAN JOAQUIN	11/21/14	12/12/2014
OFFICE TECHNICIAN (TYPING)	\$2,740.00-\$3,429.00	Full Time Permanent	INDUSTRIAL RELATIONS, DEPARTMENT OF San Francisco, SAN FRANCISCO	11/21/14	12/09/2014
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OFFICE TECHNICIAN (TYPING)	\$2,740.00-\$3,429.00	Full Time Permanent	JUSTICE, DEPARTMENT OF DLE/BFS/RL/RIVERSIDE, RIVERSIDE	11/14/14	12/05/2014
OFFICE TECHNICIAN (TYPING)	\$2,740.00-\$3,429.00	Full Time Permanent	CORRECTIONS AND REHABILITATION, CORRECTIONAL TRAINING FACILITY Correctional Training Facility, MONTEREY	11/05/14	11/20/2015

9. This is the page that you can elect to “eNotify” yourself on any upcoming vacancies that you are interested in. Enter your email address in the space provided and click on the “eNotify Me” (top right corner of the page). If you are new to the eNotify system, you can sign up through the link below. An email with a link to validate your email to receive vacancy notices will be sent to you. You must complete this process to receive the notices.
- a. To access or remove your current eNotify settings go to the following link: http://jobs.spb.ca.gov/wvpos/my_enotify.cfm. You will be limited to 5 notification subscriptions per email address. Remember, you must have eligibility before you can be considered for a vacancy.

The screenshot shows the California Air Resources Board website. At the top, there is a navigation menu with links for HOME, MY PROFILE, JOB SEEKERS, CAREER PLANNING, and GENERAL INFO. The main heading is "California Air Resources Board" with the subtitle "AIR RESOURCES BOARD, STATE". The job title is "OFFICE TECHNICIAN (TYPING)" with a salary range of "\$2,740.00 - \$3,429.00" and a posting date of "12/02/2014". The job description includes a list of duties and desirable qualifications. On the right side, there is a red box highlighting the "eNotify Me" button and the input field for an email address. Below the input field, there is a link to "Start A New Search" and a "View in Printer Friendly Format" link. A notice is also present, stating that if you are not a current or former State employee, you must first take an examination to obtain list eligibility. The page also includes a link to "Learn all about it" and a statement about the State of California being an equal opportunity employer.