

CAOC Job Bank Debuts

Perfect for attorneys young and old, this new feature on www.CAOC.org allows job seekers to share resumes and employers to post jobs and search for the best candidates.

One of the best new tools on CAOC's updated website is the Job Bank. This fresh application should prove useful for folks posting jobs – and those seeking them.

But the Job Bank is only as good as those who use it. So let's all step up and start utilizing this handy tool to seek employees and employment.

It's easy to use – and it's FREE! Many folks will find they can navigate its different functions without assistance. For those of us who need a little help, here is a quick tip sheet on the most commonly used skills.

The Basics

You can navigate to the job bank from the "Members" tab on the CAOC home page; you'll find the Job Bank as the second listing from the top. To utilize all the functions of the Job Bank, you'll also need to login with your CAOC user name and password in the upper right corner.

Posting a resume

Hit the tab that says "My Resumes" and then hit the button on the right that reads "Add Resume." You will be taken to a page that allows you to post your contact information, skills and other pertinent information. At the very bottom you'll see "Add Resume" and a button that says "Browse." That takes you to the "file uploads" prompt for your PDF or Word document index. Click on your resume file and hit "Open". You then hit the "Save" button at the very bottom of the page and your resume is posted.

Add a job

Under the "My Jobs" tab, hit the "Add Job" button on the upper right side to reach a page that allows you to fill out myriad details about the job posting you

are offering. Hit the "Save" button at the bottom and your job will be posted.

Search job openings

Like the others, reach this from the main Job Bank page via the appropriate tab. You can search by location, position, employer and other factors, and then hit the

"Search Jobs" button at the bottom for a list of openings.

Search for candidates

Much the same, you can specify region, job title and other factors then hit "Search Candidates." ■

CAOC Job Bank

Search Job Openings | Search for Candidates | My Resumes | My Jobs | Manage Listings

Edit Resume

Contact Information

*Resume Title: Anna Buck resume

Show Contact Info: Yes No

*Date Available: 07/10/2012

*First Name: Anna

*Last Name: Buck

*Address1: 770 L St

Address2: Ste 1200

*City/Town: Sacramento

*State: California

*Postal Code: 95814-2719

*Phone: _____ Fax: _____

*Email: abuck@caoc.org

How To Contact: Email

Resume Details

Job Category: Attorney

Job Type: Full-Time

*Min Education: J. D.

Willing to Relocate: Yes No

Career Objective: Lobby for the best state consumer attorney association in the U.S.A.

CAOC Job Bank

Search Job Openings | Search for Candidates | My Resumes | My Jobs | Manage Listings

Search Candidates:

Objective: _____

City: Walnut Creek

State: CA

Job Type: Full-Time, Part-Time, Contract - Corp to Corp, Contract - Independent, Contract - W2, Contract to Hire - Corp to Corp, Contract to Hire - Independent, Contract to Hire - W2, Intern

Job Category: Academic, Accounting, Administrative/Office Support, Attorney, Law Student, Legal Secretary, Legal Staff, Litigation Support/IT, Paralegal

Posted In: Last 60 Days

Search Candidates