

Kentucky Court of Justice Automated Employment Application

Instruction Manual



We are pleased to provide this instruction manual to assist you with the completion of the Kentucky Court of Justice automated employment application. This manual gives an overview of the application and includes user-friendly directions on how to navigate throughout the application. The manual ends with users frequently asked questions.

Please contact COJHR.Jobs@kycourts.net for any questions or comments.

**Department of Human Resources
Administrative Office of the Courts
100 Millcreek Park
Frankfort, Kentucky 40601
502-573-2350
fax 502-573-1633**

**COJHR@kycourts.net
www.courts.ky.gov**

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One of the benefits of the automated electronic application is to give an applicant an opportunity to submit their application electronically for specific jobs of interest. The user's account allows the user to save the application, update the application and submit it again for future postings. A user will also be able to see the status of their application as it travels through our hiring process.

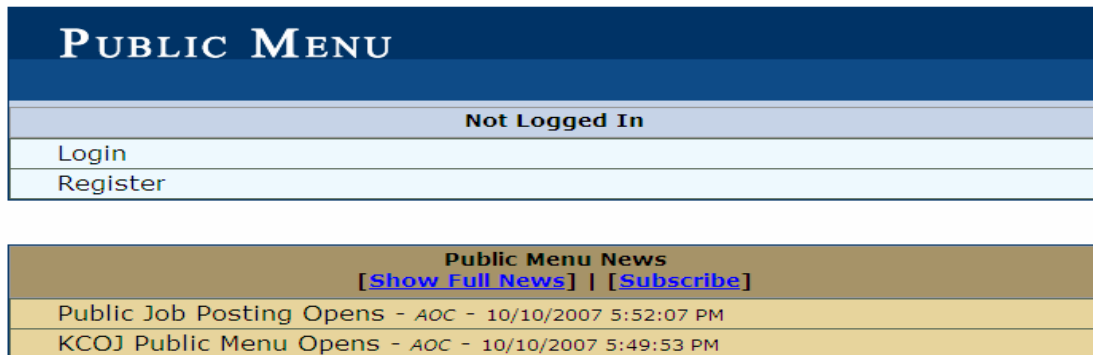
Let's start by how to create a user account.

Create a user account



1. Click on the here button from the employment opportunities page.

This will take you to the Kentucky Court of Justice (KCOJ) public menu. The public menu will offer the public one login access to KCOJ secured applications. The automated application is one of those secured applications.



2. Click on Register. An account entry form will appear.

Account Information

Email Address:	Confirm Email:	You will use your email address to login.
<input type="text"/>	<input type="text"/>	
Password:	Confirm Password:	Your password must be between 6-20 characters. Mixed case and both alpha and numeric characters are recommended for security.
<input type="text"/>	<input type="text"/>	

Personal Information

First Name:	Middle Name:	
<input type="text"/>	<input type="text"/>	
Last Name:		
<input type="text"/>		
Address 1:		
<input type="text"/>		
Address 2:		
<input type="text"/>		
City:	State:	ZIP:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone:		
<input type="text"/>		

3. Enter all information as requested in the fields above.

4. After reading the requirements, click the checkbox to agree. Click Register.

To effectively use this website you must have a browser capable of Javascript & CSS. This website contains information provided by the Kentucky Court of Justice as a service to the community. The Kentucky Court of Justice makes no guarantees as to the accuracy or availability of the information contained inside. Furthermore, the website is not to be used for illegal purposes.

By checking the box below you agree that you understand the requirements for using the website.

I agree to the provided terms of use

5. A message box will appear. After clicking ok, go to the email account you registered with and click on the email sent from systems@kycourts.net to verify your email account. This verification ensures the email address was entered correctly, as this may be a means of communication throughout our hiring process.



6. If you login without verifying your email, click on the verify email and then go to the email account you registered with and click on the email sent from systems@kycourts.net to verify your email account.



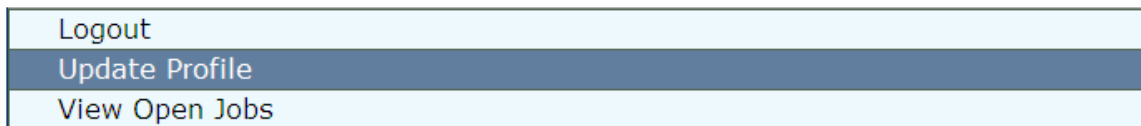
This email address has been registered for an account on <http://courts.ky.gov>.

Please click the following link to verify this account:

<http://apps.kycourts.net/PublicMenu/Register.aspx?id=10068&value=383b28ad-2082-4c6c-aa97-893a8073aae9>

User successfully registered message box appears. If it does not log back into the public menu and click verify email again. Another email will be sent to you to verify the account.

7. When you click on the verification and it is successful, more menu options will appear.



Update Profile

By clicking on update profile, the personal information data can be updated to store in the new applications to be submitted. It is the same personal information fields as in the registration process.

Account Information

Email Address:	Confirm Email:	You will use your email address to login.
<input type="text"/>	<input type="text"/>	
Password:	Confirm Password:	Your password must be between 6-20 characters. Mixed case and both alpha and numeric characters are recommended for security.
<input type="text"/>	<input type="text"/>	

Personal Information

First Name:	Middle Name:	
<input type="text"/>	<input type="text"/>	
Last Name:		
<input type="text"/>		
Address 1:		
<input type="text"/>		
Address 2:		
<input type="text"/>		
City:	State:	ZIP:
<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>
Telephone:		
<input type="text"/>		

View Open Jobs

1. Click on View open jobs. A listing of open positions will return in a list.
2. The jobs can be sorted by department or by location (county).

Links Job Descriptions provides a complete list of all job descriptions, including those that are not currently available. Map of Kentucky PDF Application this form can be submitted for any reason instead of the electronic application. Public Menu	Previous Applications No previous applications
Instructions Links marked  are downloadable and are in Adobe Acrobat Reader PDF format. Acrobat Reader is free software. Download Adobe Acrobat Reader Instruction manual for the Job Posting website	Current Job Postings Department Filter: <input type="text"/> Jobs Found: 17 Location Filter: <input type="text"/> Senior Clerk - Temporary Location: Statewide Deadline: 09/19/2008 Salary : \$100.00 Daily, includes travel time and mileage to/from Funding Type : Fee Based Hours on a As Needed Basis Full Description  Apply Trainer - Field Support Location: Franklin Deadline: 10/15/2007 Salary : \$2151.00 Monthly Funding Type : Fee Based Full-time Full Description  Apply Pretrial Officer I Location: Fayette Deadline: 10/15/2007 Salary : \$2053.00 Monthly Funding Type : State Funded Full-time Full Description  Apply Pretrial Officer I Location: Greenup and Lewis Deadline: 10/15/2007 Salary : \$1955.00 Monthly Funding Type : State Funded Full-time Full Description  Apply Court Designated Worker I Location: Butler, Edmonson, Harlan, and Olin

3. When there is a job of interest, click on the full description link to see a complete advertisement. The job advertisement will open in a pdf format. (If it does not open, ensure the computer has Adobe Acrobat reader and is allowing pop ups.)

4. Close the description and click the apply link.

Applying for a Job of Interest

1. When viewing the jobs, click on the apply next to the job of interest. The job of interest will appear at the top of the application. The application will open to the profile section of the application.

Job Application	
Unit Supervisor	
Location : Franklin	
Deadline : 10/22/2007 Salary : \$3149.00 Monthly	
Full Description 	
Default Profile Information	
Email Address: <input type="text"/>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Red items are required.</div>

2. A navigation menu of the 12 employment application sections will appear to the left of the screen. The sections can be completed in order or by clicking on the section from the menu, you can complete them at random.

Must complete the Final Review section last and hit submit button

User Menu
Jobs Home
Logoff

Application Sections
1. Profile
2. Commonwealth Employment
3. Certification
4. Criminal History
5. Education
6. Employment
7. Related Information
8. Availability
9. References
10. Documents
11. Statistics
12. Final Review

3. Entry fields titled in red are required to be completed.

4. Date fields can be entered in mm/dd/yy format or mm/yy format. In the mm/yy format, the program will convert it to mm/01/yy.

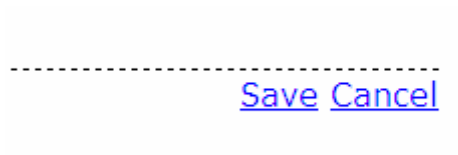
5. At the end of each section, there will be menu buttons to go back or move forward by clicking next button.



6. Under some sections, it is necessary to click on add item. This will open data fields under this section. For each different certification, education, employment history, etc. it will be necessary to add item for each entry. The scroll bars can be used to scroll down to each new added item. If an add item is not needed in the section or there are no more items to add, click next.



7. Within the add item section, there are options to save or cancel. One must be chosen before moving forward in the application.



8. After reviewing and completing the application sections click on the Final Review section. The zeros listed in the current information will appear as the number of items that were added in each section. By clicking on View Application, the full application will appear for easier review. At this time, the navigation menu to the left can be used to go back to any section to update, add, or remove information

The agreement must be read and checked before you can submit the application.

If updates, additions, removals were made go back to Final Review section, review application and once satisfied, click Submit button.

User Menu	Job Application
Jobs Home	Unit Supervisor
Logoff	Location : Franklin
	Deadline : 10/22/2007 Salary : \$3149.00 Monthly
	Full Description
Application Sections	Application Review
1. Profile	Current Information
2. Commonwealth Employment	Certification: 0
3. Certification	Criminal History: 0
4. Criminal History	Education: 0
5. Education	Employment: 0
6. Employment	Related Information: 0
7. Related Information	Availability: 0
8. Availability	References: 0
9. References	Documents: 0
10. Documents	View Application
11. Statistics	
12. Final Review	
	<p>This is the application in the form that will be reviewed by the Administrative Office of the Courts once it is submitted. Please review it for accuracy before submittal.</p>
	<p>I certify that the information given in this application is correct and complete to the best of my knowledge. I am aware that should an investigation at any time show any falsification, I may not be considered for employment or, if employed, I may be dismissed and disqualified from employment. I hereby authorize the Administrative Office of the Courts to make all necessary investigations concerning me, my future work, habits, character, or my action in any transaction. I authorize the Administrative Office of the Courts to receive my academic records or other material pertinent to my qualifications, and further authorize and request each former employer, person given as a reference, educational institution, or organization (including law enforcement agencies) to provide all information that may be sought in connection with this application. I certify that I am the person that is listed in name on this application.</p> <p><input type="checkbox"/> Check here to accept this agreement</p>

If the current application is complete and you would like to submit this information to the Administrative Office of the Courts to review, please click the 'Submit' button below. Until this button is clicked, the Administrative Office of the Courts cannot access your application details. After submittal, the application may be reviewed at any time. Until a submitted application is flagged as being 'Under Review', the application can still be modified and resubmitted before the closing date of the job posting.

Application Status

Previous Applications	
Status Filter: <input style="width: 100px;" type="text" value="v"/>	Applications Found: 1
Unit Supervisor	
Created On: 10/14/2007 1:22:10 PM	Status: Not Submitted
Deadline: 10/22/2007	
View Edit Delete	

Once an application has been started, an application history begins. Each separate application will have status related to each job of interest attached to it. The applicant can view these statuses along the routes of the hiring processes.

The below are statuses viewable by applicants.

- **Not submitted** – Applicant has started an application but not submitted it. The applicant can modify the application. The AOC will not review not submitted applications.
- **Submitted** – Applicant has submitted an application for a specific job of interest. The AOC will move that application to Under Review and then review the application for minimum qualifications. The applicant may update the application until the status has been changed to under review.
- **Under Review** – AOC has moved the submitted application to under review status. The application will be reviewed for minimum qualifications. If met, the application will be moved to Department Consideration status. If not met, the application will be moved to the Qualifications not met.

- **Qualifications not met – AOC has reviewed the application and determined the application does not state the minimum qualifications. The applicant will be notified that the minimum qualifications were not met. The application will not be sent to the Department.**
- **Department Consideration – AOC has reviewed the application and determined the application does state the minimum qualifications and the application will be forwarded to the Department for consideration of interview. During this time, the Department will review all applications and make direct contact with any preferred applicant for interviewing.**
- **Applicant Not Selected - The application has been reviewed by AOC. The applicant may or may not have been a preferred candidate to obtain an interview. Another candidate has been chosen for the job of interest that this particular application for which this application was submitted. The applicant will be notified that another person was selected.**
- **Posting Deadline Closed – The application was received or postmarked past the job advertisement closing deadline. The applicant will be notified that the application will not be considered for the particular job of interest.**
- **Applicant Selected – The application has been reviewed by AOC. The Department has interviewed all preferred applicants and made the choice to hire. The Department offering the position only will give a job offer. At no time, does this application status constitute a job offer.**

Court of Justice Employment Application Frequently Asked Questions

Q: Do I need an email account to create an account?

A: Yes, an individual email address is required for registering. Many Internet services offer such an account for free. The email account is used as the sign on userid as well as for communication throughout the application process.

Q: Do I have to submit my application online?

A: No, you may click on the application form and complete the stand alone application, print it, and fax or mail your application to COJ-AOC HR, 100 Millcreek Park, Frankfort, KY 40601. Fax 502-573-1633 or 502-695-1759. All applications must be received or postmarked by the closing deadline. If submitting a paper application, a separate paper application must be sent in for each particular job of interest and will not be retained on file for future considerations.

We encourage you to take advantage of the automated process by obtaining an email account and signing up for a Court of Justice application account. This will save you time by saving your application and a click of the button is all it takes to update or apply for job openings.

Q: I have forgotten my login userid.

A: Your userid is a full email account that you chose at the time of registration. It will include the email extension such as @kycourts.net. You may send an email to COJHR.jobs@kycourts.net listing your full name and mailing address. Your login userid will be sent to the email account used at the time of registration. It is your responsibility to check any of your email addresses to locate the one you registered with that will have the email verifying your login.

Q: I have forgotten my password.

A: Click on forgot password. Your password will be reset and mailed to your email address.

Q: Are the job vacancies posted the only vacancies in the Court of Justice?

A: No, the job vacancies are primarily Administrative Office of the Courts postings with a growing number of judicial and circuit clerk position vacancies. The AOC is the administrative arm of the COJ and supports the justices, judges, and circuit clerks. The positions in their offices are filled through their internal processes.

Q: I cannot open the job descriptions or view my application

A: Ensure your Internet explorer is allowing pop ups and that Adobe Reader is installed on your computer.

Q: Can I apply for a position that does not have a vacancy posted?

A: Possibly, if the position is not one of AOC's positions. You may complete a standalone application and submit it directly the elected official. It is their discretion to accept applications when there are no vacancies or for their positions.

Q: What if I decide I am longer interested in a position and can't delete my application?

A: Contact COJHR.jobs@kycourts.net and request your application be removed from consideration.

Q: What if I need to make a change to my application and the status has changed and I can't modify my application?

A: Contact COJHR.jobs@kycourts.net with the information that needs to be updated. The COJHR office will forward the update to the department if it is relating to your contact information. If the change is other than contact information and the closing deadline has passed, the application may not be altered.

Q: Can I save my information and finish completing it later without losing my information?

A: Yes, click on the update button from the last section you are working in and all information up to that time will be saved.