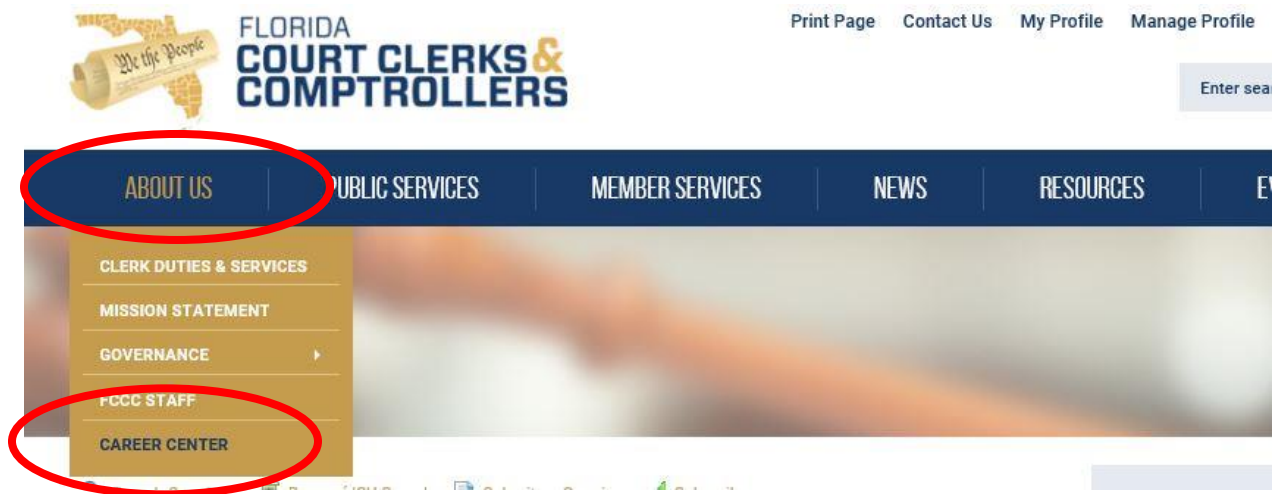


**FCCC Career  
Center Tutorial:  
How to Submit an  
Opening**

This step-by-step guide will help you easily navigate the job posting process on the FCCC Career Center webpage. If you have questions, please email [jobs@flclerks.com](mailto:jobs@flclerks.com) for assistance.

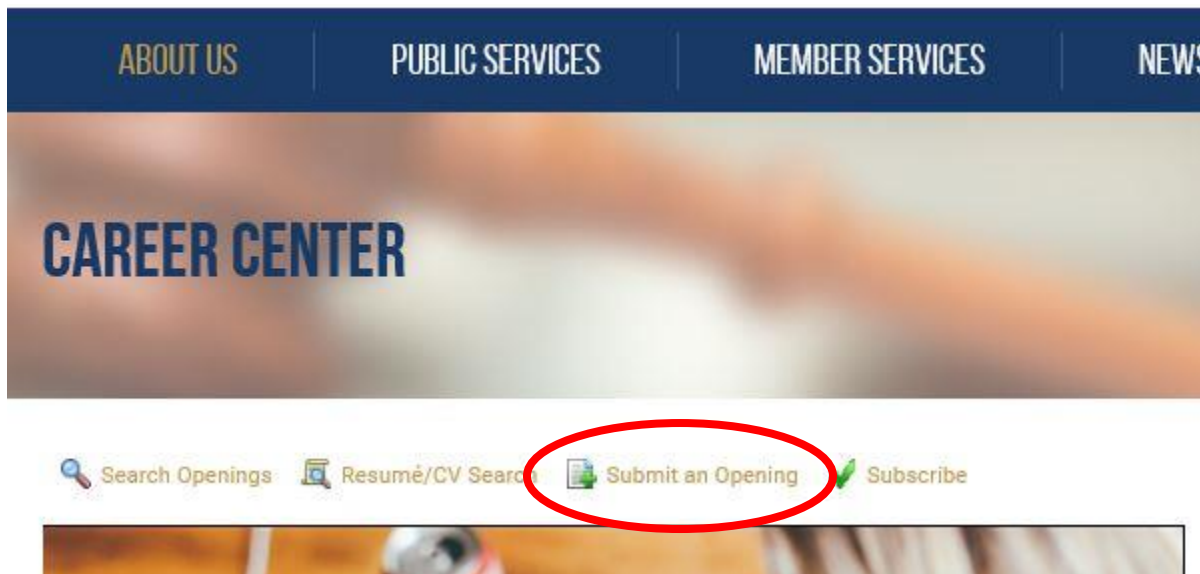
Once logged in to the FCCC website, **place your cursor** over the About Us section.

**Click** the Career Center link.



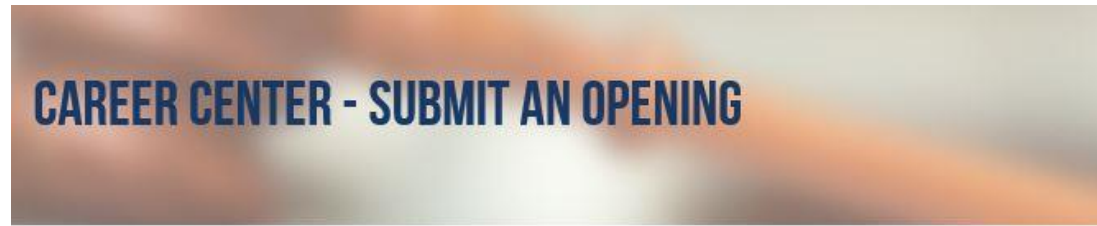
The Career Center page will appear.

**Click** Submit an Opening.



The Submit an Opening page will appear.

Enter the position information into the applicable fields.



 [Search Openings](#)  [Resumé/CV Search](#)  [Submit an Opening](#)  [Subscribe](#)

To post a current opening in the Career & Volunteer Center, please fill out the form below. In order to attract the best candidate, please be as thorough as possible with the job description. Contact information posted through this form will be visible to all registered members.

\* Indicates a required field.

<b>Position *</b>	<input type="text"/>
<b>Date Needed</b>	<input type="text"/> (Format date: 12/31/1999)
<b>Post Opening *</b>	<input type="text"/>
<b>Status</b>	<input type="radio"/> Inactive <input checked="" type="radio"/> Active
<b>Link to your profile?</b>	<input type="radio"/> Yes, link this opening to my profile <input checked="" type="radio"/> No
<b>Organization</b>	<input type="text"/>
<b>City</b>	<input type="text"/>
<b>Country</b>	<input type="text"/>
<b>Location</b>	<input type="text"/>
<b>Primary Category *</b>	<input type="text"/>
<b>Additional Categories</b> <small>Hold CTRL (or open-apple on a MAC) while clicking to select multiple categories.</small>	<input type="text"/> Accounting Administration Appeals Audit Circuit Court
<b>Type of Position</b>	<input type="text"/>
<b>Education Requirement</b>	<input type="text"/>
<b>Experience Requirement</b>	<input type="text"/>
<b>Salary</b>	<input type="text"/> <input type="text"/>
<b>Allow online applications?</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No, I will tell them "How to Apply" below

**How to Apply / Contact**

Please submit any additional information you will need from a candidate.



At the bottom of the page, **enter** your contact information.

**Answer** the Validation Code.

**Click** Submit.

The screenshot shows a web form with a dark blue header bar containing the text "YOUR CONTACT INFORMATION". Below the header, a grey box contains the text: "This contact information is for administrative use only, it will not be included with the details of this opportunity or be otherwise publicly displayed in any way." The form has three input fields: "Your Full Name \*" with the value "Ryan Skrack", "Your Email Address \*" with the value "rskrack@flclerks.com", and "Your Phone \*" which is empty. Below these fields is a "Validation Code:" section with the instruction "Answer this simple math problem to validate your submission:". The math problem is "3 + 3 = " followed by an empty input box. To the right of the input box is a link that says "Get New Math Question". At the bottom of the form is a dark blue button with the text "SUBMIT". Red circles are drawn around the contact information fields, the validation code input box, and the submit button.

The position request will be routed for administrative approval. Approval should take no more than 24 hours to complete.

Please email [jobs@flclerks.com](mailto:jobs@flclerks.com) if you have any questions, encounter any problems, or wish to have a position advertisement removed.