

How to Accept your Electronic Conditional offer of Employment.

Step 1: Please go to governmentjobs.com/careers/riverside and login to your account.

The screenshot shows the website's header with the "CAREER OPPORTUNITIES" title and a "Sign In" button. A "Sign In" modal is open on the right, containing fields for "Username or Email" and "Password", a "Sign In" button, and links for "Forgot Username?" and "Reset Password". Below the modal, there is a "or sign in with" section with a "Facebook" button and a "Don't have an account? Create one" link. The main content area features a search bar, a "70 jobs found" indicator, and a job listing for "Accountant II" in Riverside, CA. The listing includes details such as "Full-Time - \$49,233.81 - \$71,454.66 Annually" and "Department: Behavioral Health". A welcome message from the County of Riverside is also visible.

Step 2: Next click on your name on the top right had corner and select **Applications**

The screenshot shows the user profile dropdown menu open in the top right corner. The user's name "adriana hernandez" is displayed above the menu. The menu items are: "Applications", "Inbox", "Profile", "Account", and "Sign Out". The background of the page shows the "CAREER OPPORTUNITIES" header and a job listing for "Accounting Technician I (Department Only)".

Step 3: The next screen will appear where you can see your offer. **Click on View Offer**

[Temporary Elections Assistant -
November 2020 Presidential
Election](#)

County of Riverside, California

Applied on 09/16/2020 04:22 PM Pacific
History

Application received
Registrar of Voters (Req.
00115)

Conditional Offer
Registrar of Voters (Req.
00011)

Offer Accepted
9/16/2020
 [View Offer](#)

Step 4: Review your offer and click on **Please Sign**



Offer Letter

Temporary Elections Assistant - November 2020 Presidential Election



Respond by September 17, 2020

Reject

Accept

This position will be considered a nonexempt position for the purposes of federal wage-hour law, which means that you will be eligible for overtime pay for hours worked in excess of 40 in a given work week as defined by the County of Riverside. Under the terms of the County of Riverside's benefits plan and policies, you will be eligible for certain County benefits available specifically to temporary employees.

Temporary assignments typically last six months, although all assignments are "at-will" and thus subject to end earlier.

The offer described above is contingent upon the results of your reference/background check, which will include, at minimum, a criminal records check through the California Department of Justice. In addition, this offer is contingent upon receipt of results of a satisfactory drug and alcohol screening test and a physical examination designed solely to determine your physical ability to perform the duties of the position being offered to you. The physical examination and drug test must be completed prior to employment commencing.

We recognize that you retain the option, as does the Temporary Assignment Program, of ending your employment with the Temporary Assignment Program at any time, with or without notice and with or without cause. As such, your employment with the Temporary Assignment Program is at-will and neither this letter nor any other oral or written representations may be considered a contract.

Should you have any questions, please do not hesitate to contact me at (951) 955-1112 or (951) 955-5897.

Sincerely,

Alma Espinoza
Human Resources
County of Riverside
<http://www.rc-hr.com>

Fields marked with an asterisk (*) are required

Signature *



Please Sign


ATTACHMENTS

Step 5: **click on auto generate** or **draw your signature** to sign your offer and click **SAVE**

Fields marked with an asterisk (*) are required

Signature *

Please sign your name below Clear



Your Name

[Auto-Generate](#) [Draw Signature](#)

Step 6: Click on the green button **“Accept”**



Offer Letter

Temporary Elections Assistant - November 2020 Presidential Election



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Human Resources
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Signature *



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ATTACHMENTS

You will then be taken back to Applications where you can view your offer was accepted