

CA03 Portal Vacancy

Link: <https://ca03portal.powerappsportals.us/Vacancy/>

In order to be considered complete, a completed application form must be uploaded by the vacancy deadline. Cover letters and resumes should not be submitted. This is a 2-step process. Please carefully follow the instructions below.

Application Instructions

Step 1:

1. To begin the application process, open a fresh browser instance and navigate to <https://ca03portal.powerappsportals.us/Vacancy/>. A list of open vacancies should be visible on the screen. Click on the down arrow to the right then click *Apply to vacancy* or click on the vacancy title to apply. If no vacancies are visible, please check again at a later time.

Apply for a Vacancy

Click on a vacancy below to apply.

Title	Opens On	Closes On	
Federal Public Defender - District of Delaware	12/27/2024 1:00 PM	2/3/2025 12:00 PM	▼
Assistant Circuit Information Technology (IT) Security Officer (CE 08/21-05)	11/12/2024 1:00 PM	1/31/2025 4:00 PM	Apply to vacancy
Paralegal or Judicial Assistant to a Federal Judge	11/26/2024 12:00 AM	1/31/2025 10:00 AM	▼

2. Confirm you have selected the correct vacancy by reviewing the title. If you have not selected the correct vacancy, please go back to <https://ca03portal.powerappsportals.us/Vacancy/> and try again. Fill out the information on the form and click *Submit*.

Federal Public Defender - District of Delaware

Fill out the information below then click Submit. An email will be sent with instructions to complete the application process.

First Name

Joesph

Middle Name

Last Name

Doe

Preferred Name
Judiciary Experience *

None



Current Position

Intern

Submit

3. A success message should display after the form is submitted. **You will receive an email soon containing instructions to submit your application. If you have not received an email, please check your spam/junk folder. If the email does not appear, please contact the help desk at 267-299-5500.**

Step 2:

1. After you have received the email, go to <https://ca03portal.powerappsportals.us/Vacancy/Find-Application/> enter your application number, then click *Find Application* to upload your supporting pdf.

Enter your application number below, then click *Find Application* to proceed with the application process.

Application Number

Find Application

2. Click *Choose File* to upload your pdf document.

Vacancy

Federal Public Defender - District of Delaware x Q

Supporting File Upload *

Choose File No file selected

Submit

3. If you selected the wrong file, click *Change File* or *Delete*, then click *Choose File* to select the correct file. Click *Submit* to complete the application process.

Vacancy

Federal Public Defender - District of Delaware x Q

Supporting File Upload *

Change File New Employee Document Upload.pdf Delete

Submit