

# CA03 Portal Vacancy

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

**In order to be considered complete, upload a single PDF document containing the following: (1) cover letter, (2) resumé, (3) law school transcript, (4) list of three professional references with current contact information, (5) self-edited writing sample that demonstrates analytical ability, and (6) completed and signed AO-78. Uploading your PDF 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	Apply to vacancy
Court Attorney - Legal Division	5/22/2025 8:00 AM		<input type="button" value="Apply to vacancy"/> <input type="button" value="v"/>

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*.

## Court Attorney - Legal Division

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

**First Name \***

John

**Middle Name**

**Last Name \***

Doe

**Preferred Full Name**

Johnny

**Email Address \***

john.doe@mydomain.com

**Confirm Email \***

john.doe@mydomain.com

**School / Law School \***

Temple University

**Year of Graduation (4-digits) \***

2020

**Judiciary Experience \***

State

**Current Position \***

Court Attorney

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.**

Your information has been successfully 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

Court Attorney - Legal Division

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

Court Attorney - Legal Division

x

Q

Supporting File Upload \*

Change File

John\_Doe\_Application.pdf



Delete

Submit

4. A success message should display after submitting your form.

Thank you for submitting your application. You will receive a confirmation email shortly.

x