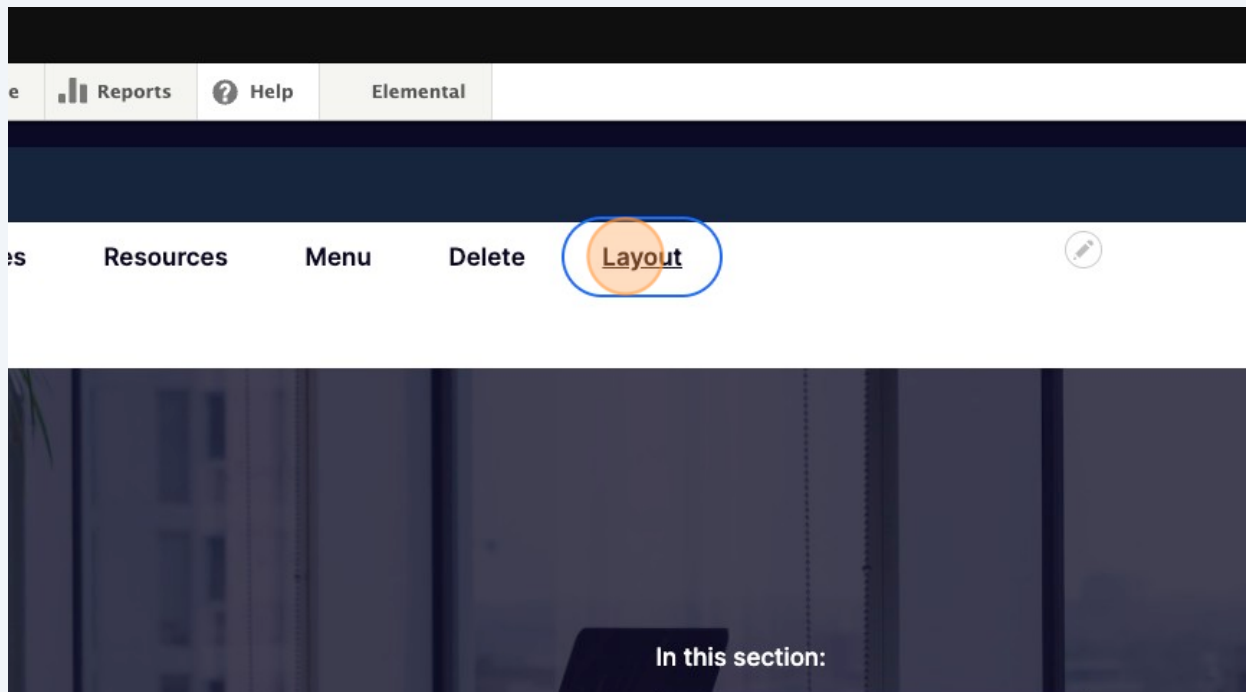


# How to Add Job Descriptions card to a Careers Page

- 1 Navigate to <https://live-colorado-judicial-branch.pantheonsite.io/careers>

- 2 Click "Layout"



3

Click "Add block  
in Section 4, Main region"



**Opportunities**



**FAQ**

[View Info →](#)

+ Add block

4

Click "Card"



**Interpreter Openings**

[View Info →](#)

Footer Links Primary  
Footer Links Secondary  
Homepage Footer Banner  
JudicialNet Login  
Main search  
Main search mobile

**Elemental**

[Button](#)

[Card](#)

[Carousel](#)

[Contact](#)

[Contact View](#)

[CTA](#)

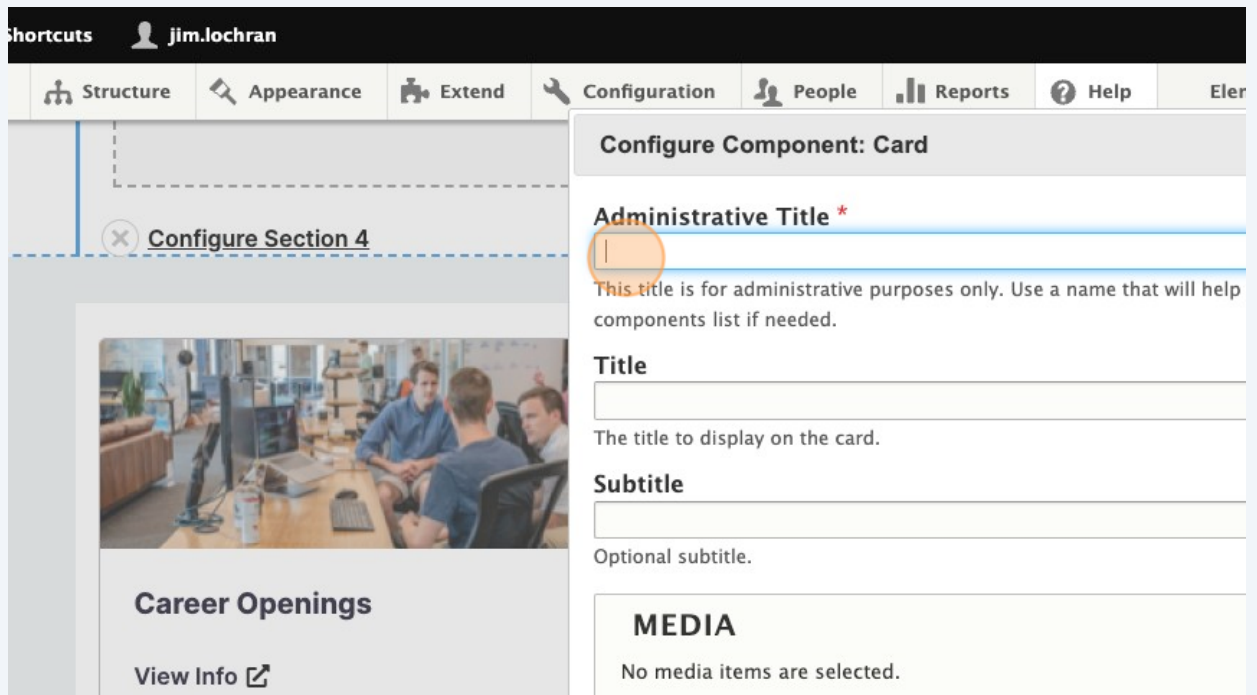
[Heading](#)

[Hero](#)

[Home Banner](#)

[Link Group](#)

- 5 Click the "Administrative Title" field.



- 6 Type "Job Desc"

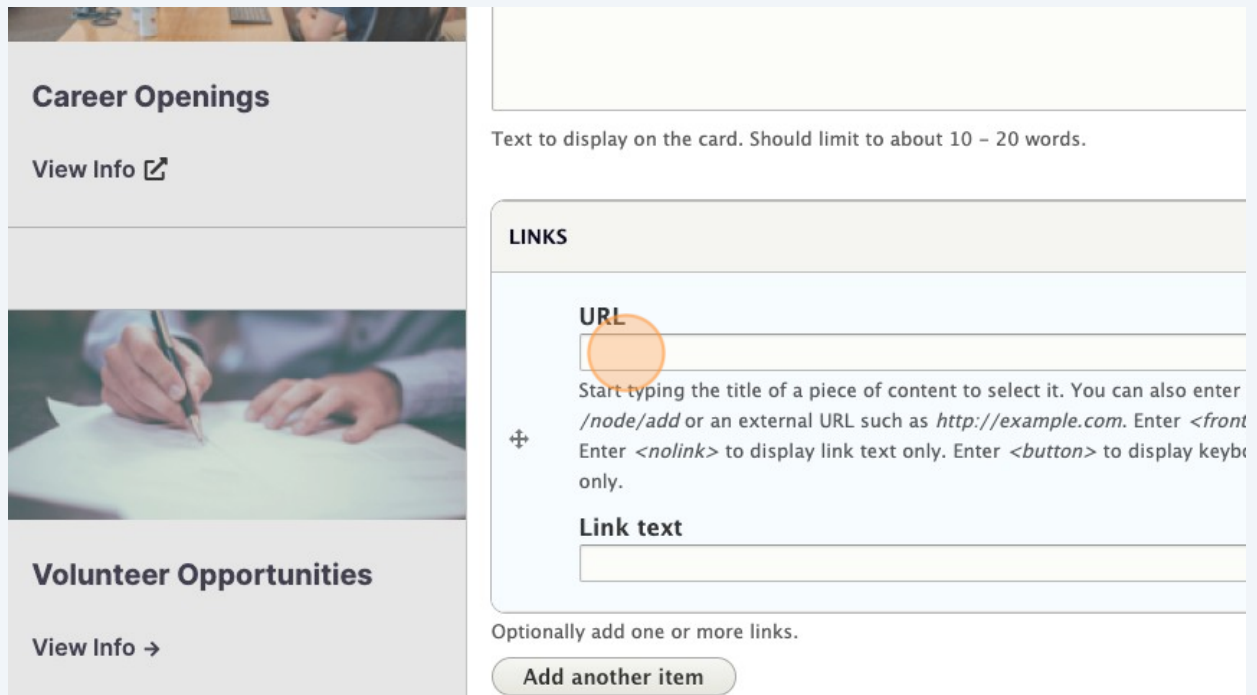
7 Click the "Title" field.

The screenshot shows a web application configuration interface. At the top, there is a navigation bar with tabs: Structure, Appearance, Extend, Configuration, People, Reports, Help, and Eler. Below the navigation bar, there is a sidebar with a 'Configure Section 4' button. The main content area displays a preview of a card component titled 'Career Openings' with a 'View Info' link. To the right of the preview, the 'Configure Component: Card' panel is open, showing the following fields:


- Administrative Title \***: A text input field containing 'Job Desc'. Below it, a description reads: 'This title is for administrative purposes only. Use a name that will help components list if needed.'
- Title**: A text input field, which is highlighted with an orange circle. Below it, a description reads: 'The title to display on the card.'
- Subtitle**: A text input field. Below it, a description reads: 'Optional subtitle.'
- MEDIA**: A section header. Below it, a message reads: 'No media items are selected.' At the bottom of this section, there is a button labeled 'Add media'.

8 Type "Job Descriptions"


9 Click the "URL" field.



**Career Openings**

View Info 

**Volunteer Opportunities**

View Info 

**LINKS**

**URL**

Start typing the title of a piece of content to select it. You can also enter `/node/add` or an external URL such as `http://example.com`. Enter `<front`  
+ Enter `<nolink>` to display link text only. Enter `<button>` to display keyboard only.

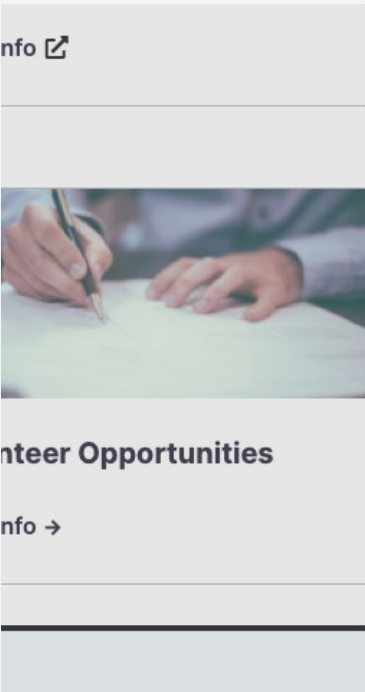
**Link text**

Optionally add one or more links.

Add another item

10 Type "Job"

## 11 Click "Job Descriptions"



info ↗

**Volunteer Opportunities**

info →

Text to display on the card. Should limit to about 10 – 20 words.

### LINKS

URL

Job

Outside Employment and Second Jobs

Can I lose my job if I serve as a juror?

How do I apply for a job with the Colorado Judicial Branch?

Job Descriptions

+

Link text

Optionally add one or more links.

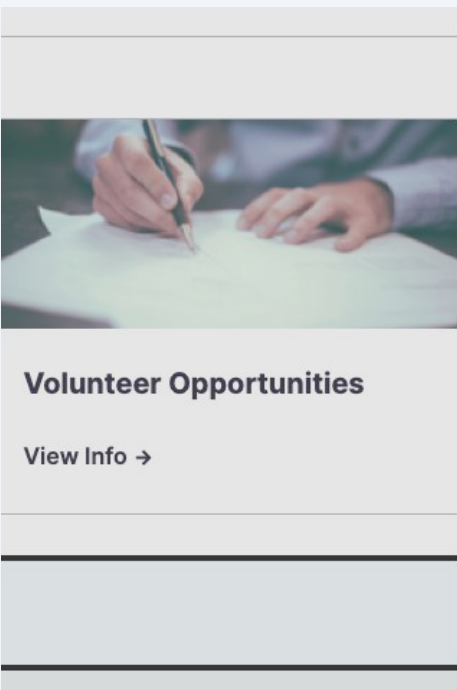
Add another item

Style

Vertical

Add block

## 12 Click the "Link text" field.



**Volunteer Opportunities**

View Info →

### LINKS

URL

Job Descriptions (3927)

Start typing the title of a piece of content to select it. You can also enter /node/add or an external URL such as http://example.com. Enter <front> Enter <nolink> to display link text only. Enter <button> to display keybo only.

+

Link text

Optionally add one or more links.

Add another item

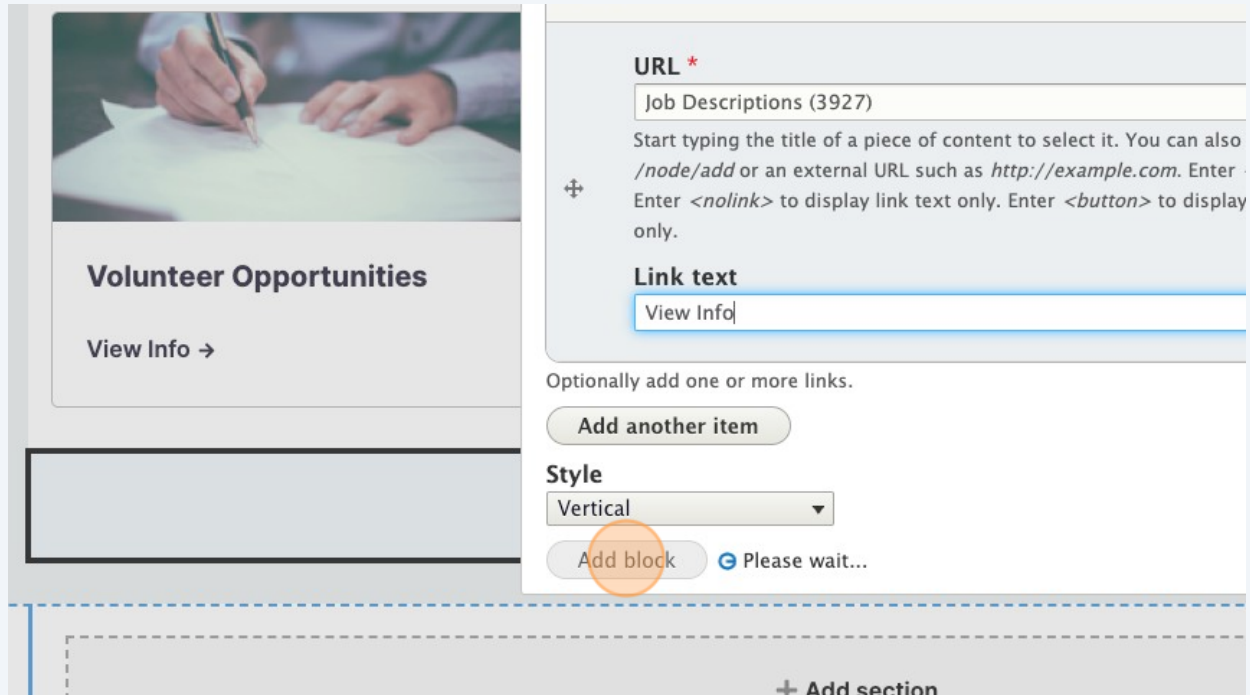
Style

Vertical

Add block

13 Type "View Info"

14 Click this button.



**Volunteer Opportunities**

View Info →

**URL \***

Job Descriptions (3927)

Start typing the title of a piece of content to select it. You can also `/node/add` or an external URL such as `http://example.com`. Enter `<nolink>` to display link text only. Enter `<button>` to display only.

**Link text**

View Info

Optionally add one or more links.

Add another item

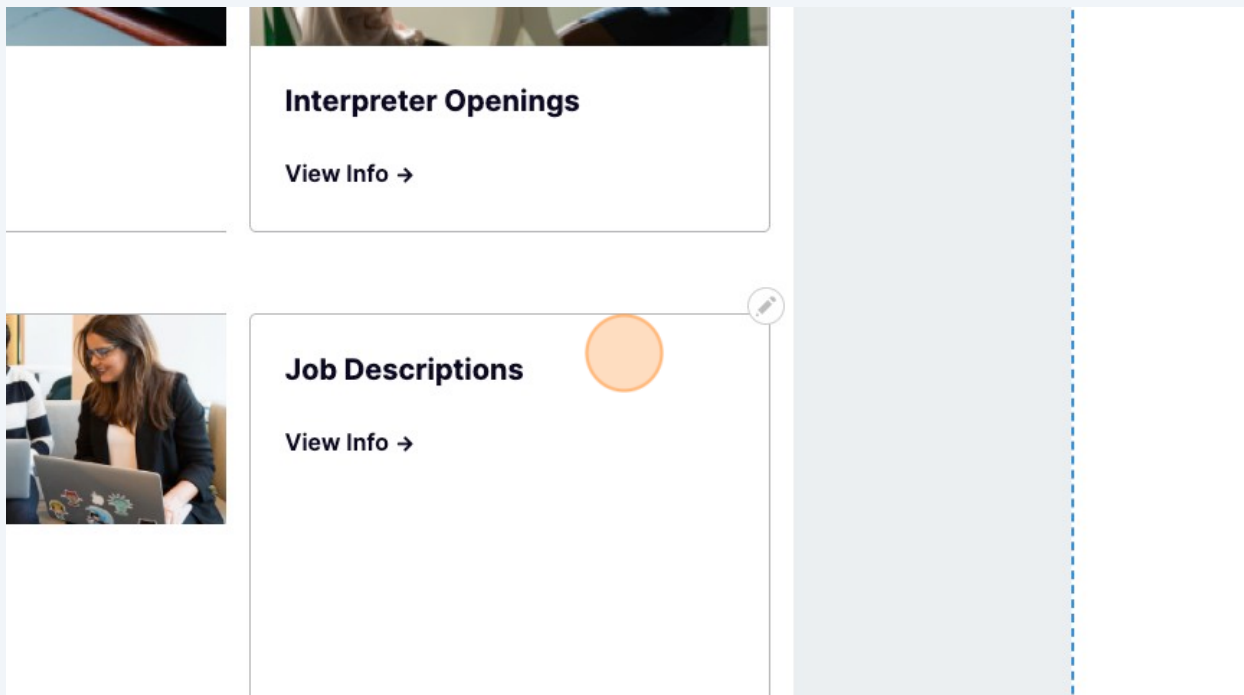
**Style**

Vertical

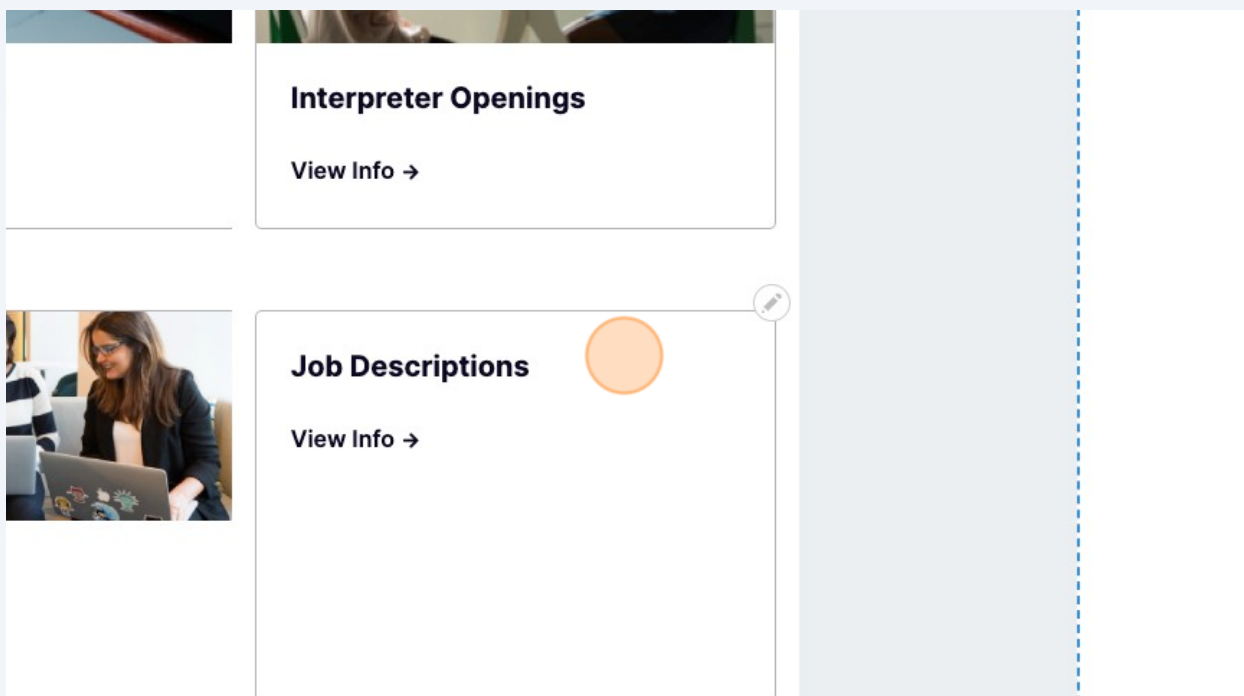
Add block Please wait...

+ Add section

15 Click "Job Descriptions"

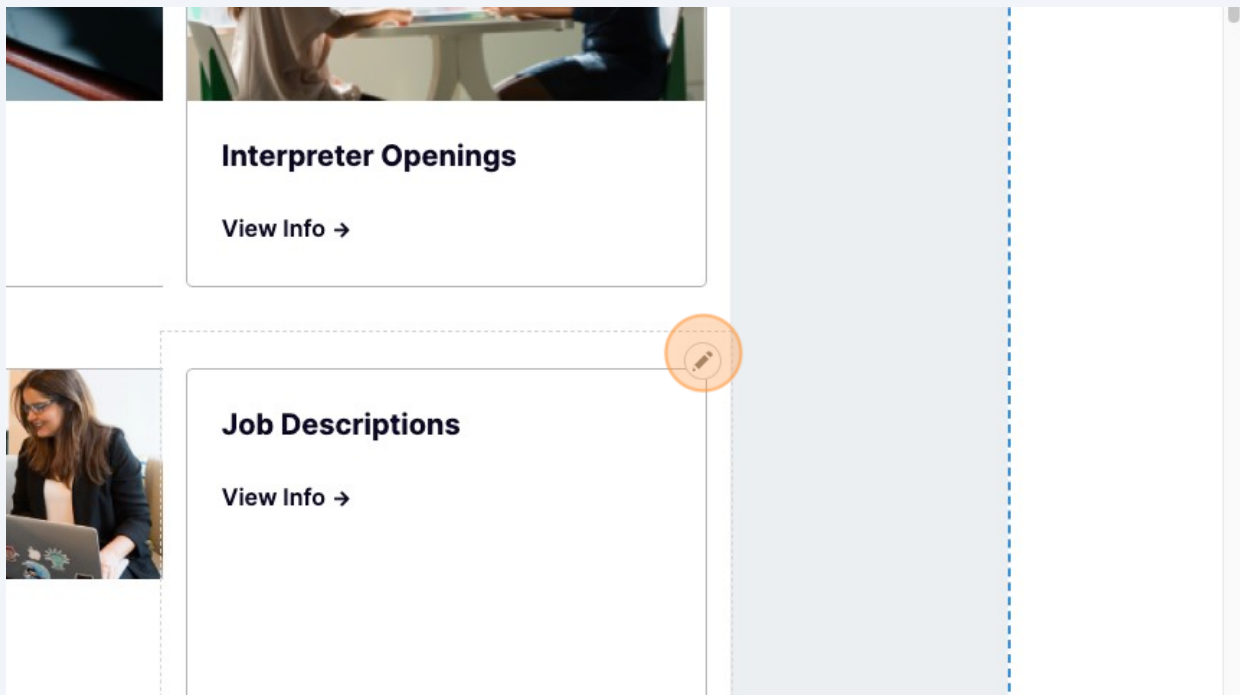


16 Click "Job Descriptions"

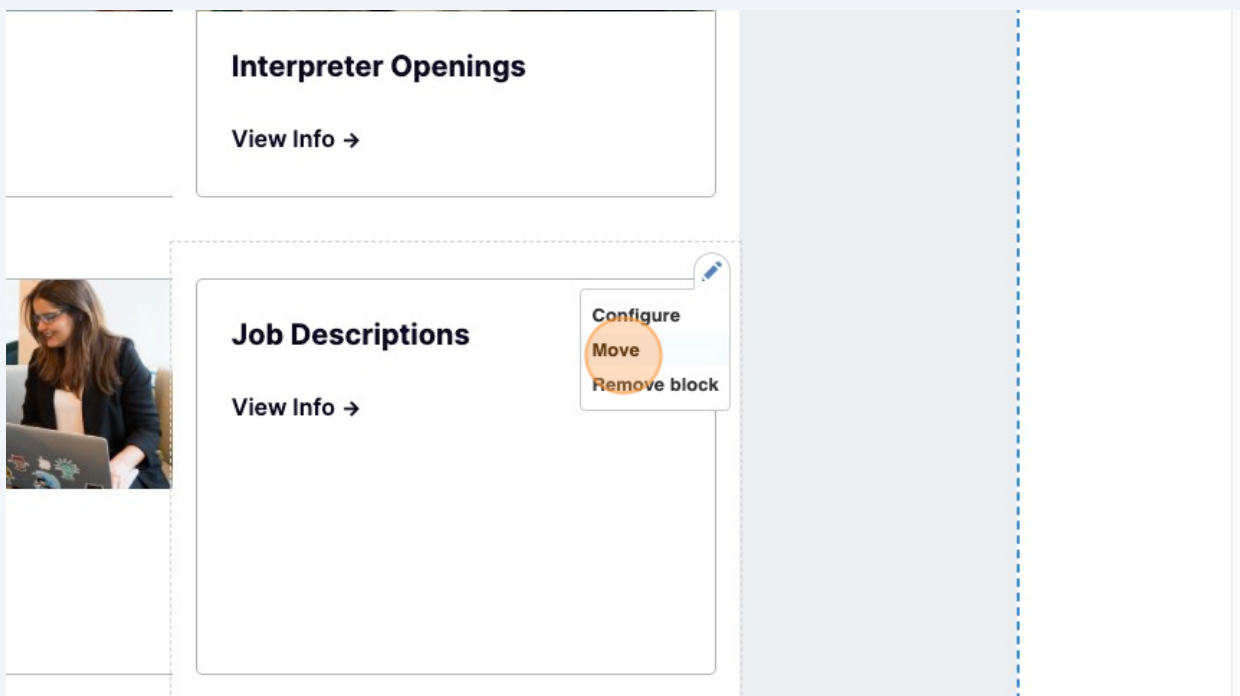




17 Click "Open configuration options"



18 Click "Move"



19 Click "Block label"

Cards

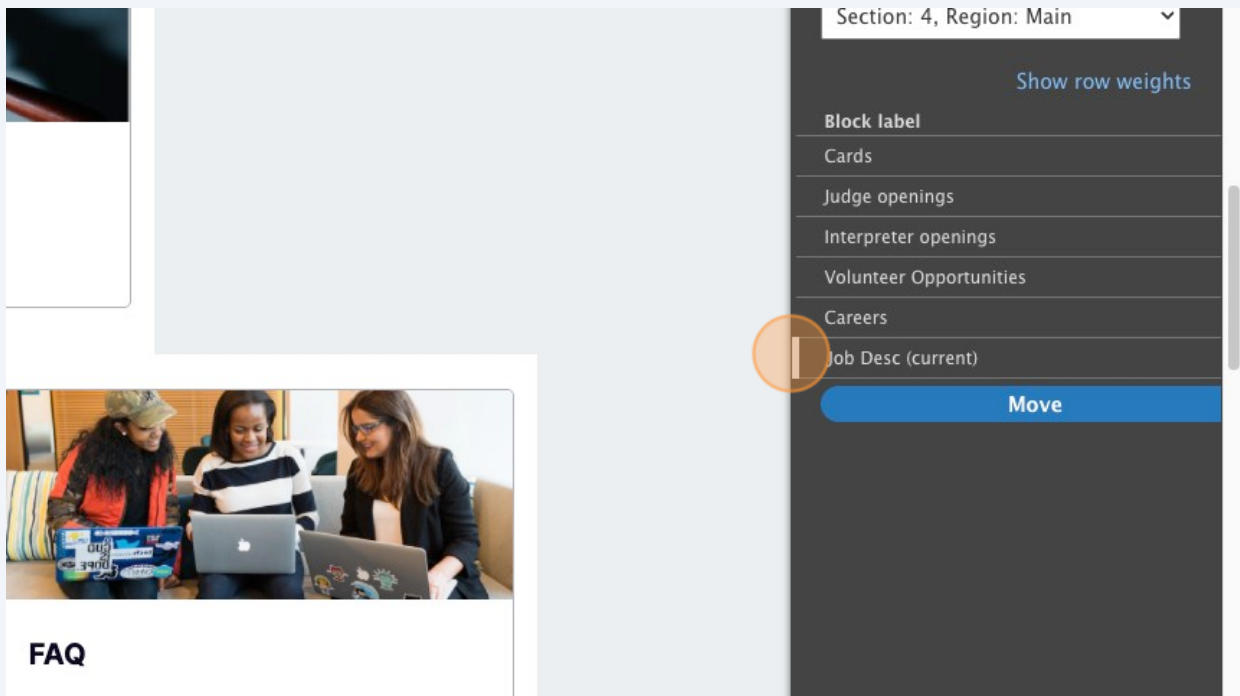
Judge openings

Interpreter openings

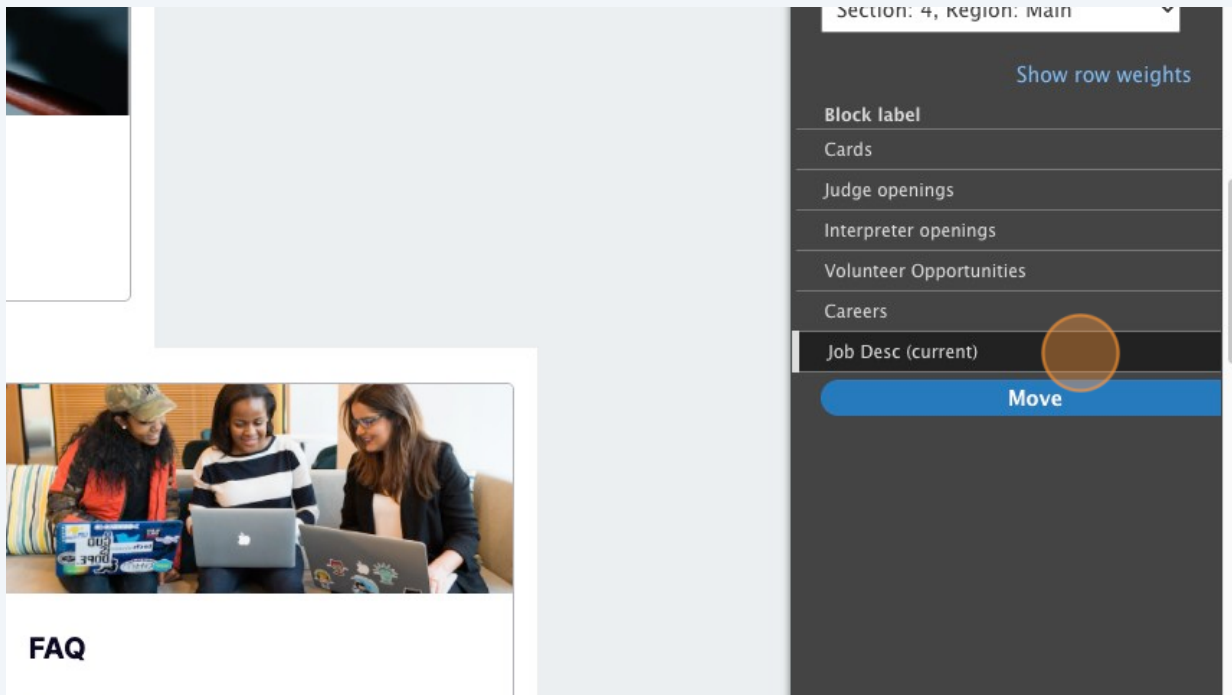
Volunteer Opportunities

Careers

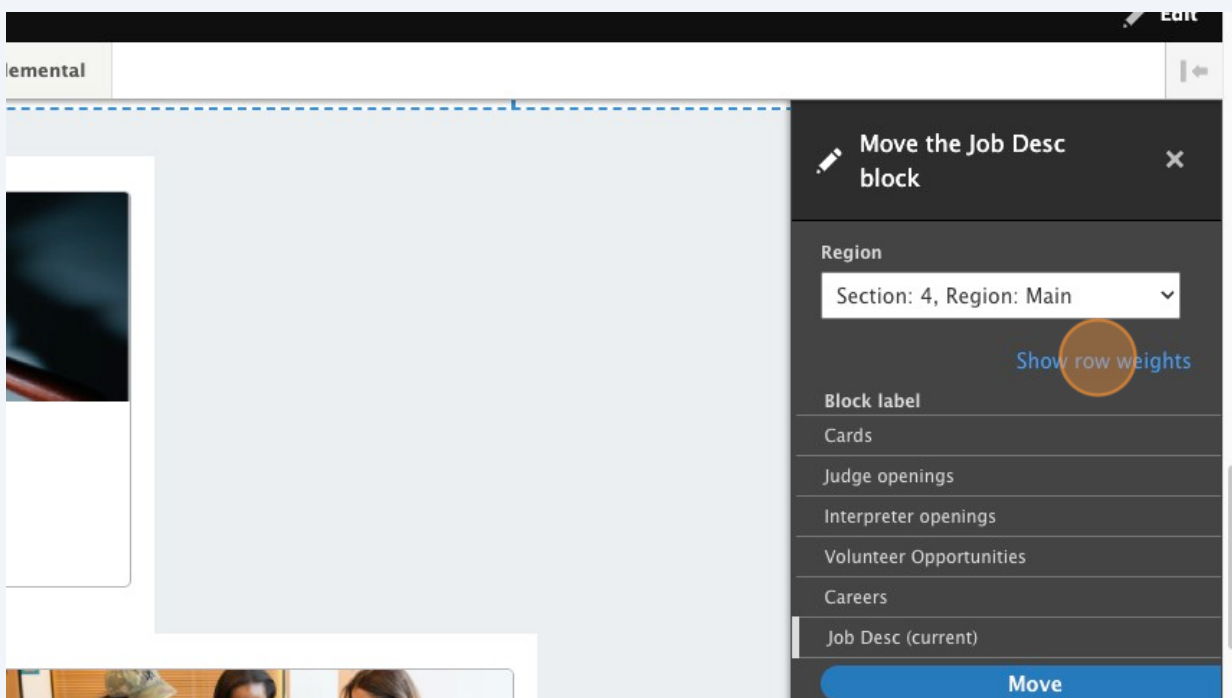
Job Desc (current)"




20 Click "Job Desc (current)"



21 Click "Show row weights"



22 Click this dropdown.




**FAQ**

[View Info →](#)

Cards	0	▼
Judge openings	1	▼
Interpreter openings	2	▼
Volunteer Opportunities	3	▼
Careers	4	▼
Job Desc (current)	5	▼

Move

23 Click this dropdown.



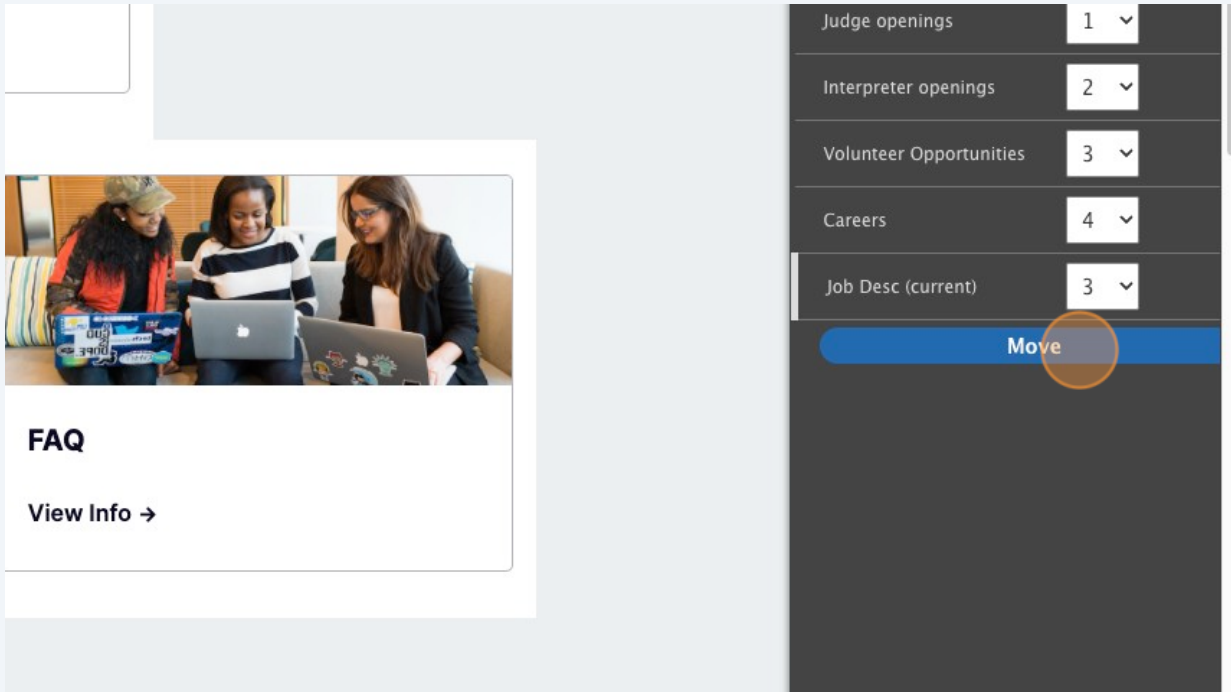
**FAQ**

[View Info →](#)

Block label	Weight
Cards	0 ▼
Judge openings	1 ▼
Interpreter openings	2 ▼
Volunteer Opportunities	3 ▼
Careers	4 ▼
Job Desc (current)	3 ▼

Move

24 Click this button.



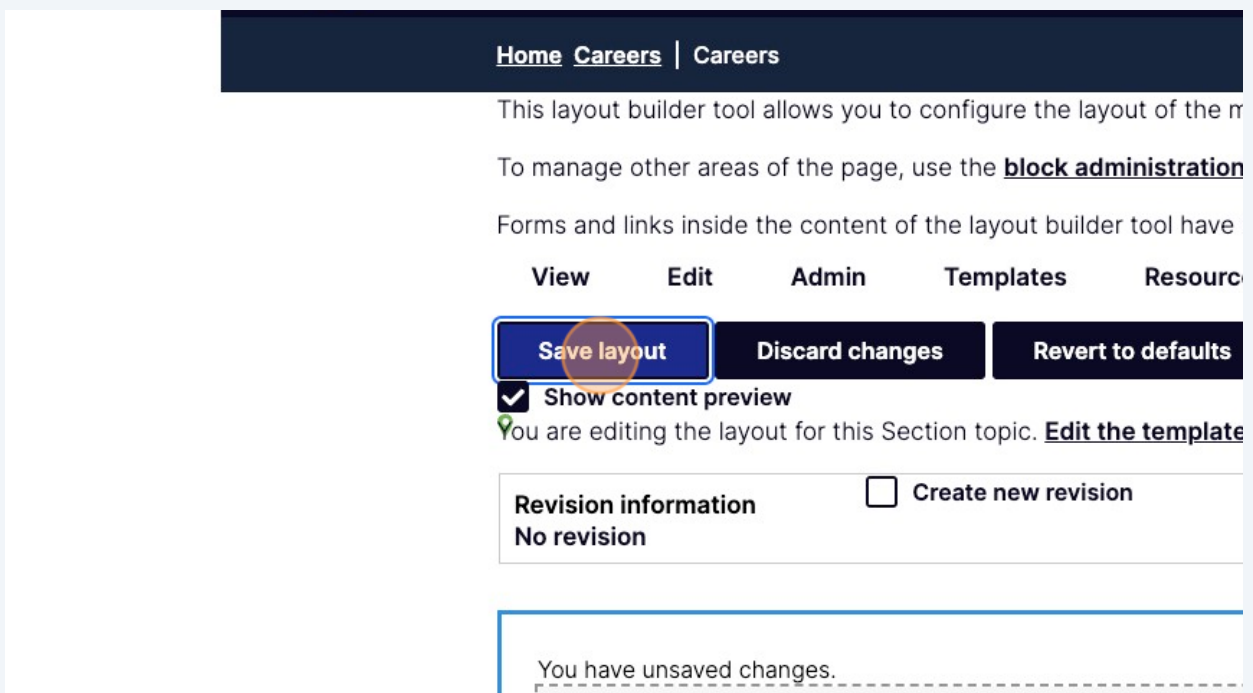
The screenshot shows a web interface with a sidebar menu on the right and a main content area on the left. The sidebar menu includes the following items:

- Judge openings 1
- Interpreter openings 2
- Volunteer Opportunities 3
- Careers 4
- Job Desc (current) 3

The 'Move' button is highlighted with a red circle.

The main content area on the left shows a video of three people working on laptops, followed by the text 'FAQ' and a link 'View Info →'.

25 Click this button.



The screenshot shows a web interface for a layout builder tool. The navigation bar at the top includes 'Home', 'Careers', and 'Careers'. Below the navigation bar, there is a text area with instructions on how to use the layout builder tool. At the bottom, there is a 'Revision information' section and a 'You have unsaved changes.' message.

The 'Save layout' button is highlighted with a red circle.

The text area contains the following text:

This layout builder tool allows you to configure the layout of the m

To manage other areas of the page, use the **block administration**

Forms and links inside the content of the layout builder tool have

**View Edit Admin Templates Resource**

**Save layout Discard changes Revert to defaults**

☒ Show content preview

You are editing the layout for this Section topic. **Edit the template**

**Revision information** ☐ Create new revision

No revision

You have unsaved changes.