**JOB TITLE** (Working title may be used):

**Civil Service:**  **Exempt**:  **VETERANS’ PREFERENCE ELIGIBLE:**

**Hiring Manager (Name / Employee #):**

Send Posted Email to (Name / Employee #):

Send Posted Email to (Name / Employee #):

**POSITION #(s):**      

**# OF OPENINGS:**       **FULL TIME**  **PART TIME**  If Part Time, # of hours per week:

**LOCATION:**      (Up to four locations can be added – please list all if more than one location is considered)

**Negotiable?** Yes  No *The location of this position is negotiable.*

**Remote?** Yes  No *This position has an option to be remote.***DEPARTMENT & DIVISION:**

**TYPE OF ANNOUNCEMENT:** **MOST RECENT INCUMBENT(S):**

If Unit specific Promotional - **UNIT:**

**LENGTH OF RECRUITMENT:**  **RATE OF PAY: $**      **PAY GRADE:**

**GEOGRAPHIC DIFFERENTIAL:**

**SHIFT DIFFERENTIAL:**

**QUESTION SET REQUIRED:** Yes  No

**ADDITIONAL REQUIREMENT QUESTIONS:** Yes  No  If yes, list below.

**OTHER REQUIREMENTS:**

**Background** S*uccessful candidate(s) will be required to undergo a background investigation. An arrest/conviction record will not necessarily bar employment.*

**Drug** *Offers of employment are conditional upon successful completion of a drug screening.*

**Abuse** *Successful candidate(s) will undergo an abuse and neglect screening.*

**DOT/CDL** Incumbent must have a valid driver's license and be able to obtain a Class A commercial driver's license (CDL) with no transmission restrictions and a N: Tank Vehicles endorsement within 120 days of hire date to retain employment. Employee will be subject to pre-employment, random, reasonable-suspicion, post-accident, follow up, and return-to-duty drug and alcohol testing.

**Other required documents:** (Curriculum Vitae, Transcripts, Writing Sample, Resume, etc.)

**Working conditions or other specific requirements** (physical, environmental, or other position requirements).

**INTRODUCTION/JOB DESCRIPTION** Please adequately describe the job and your agency or division to attract qualified applicants.

**Licenses and Certifications:**

**The Ideal Candidate Will Have:**

**Knowledge, Skills, and Abilities:**

Knowledge of:

Skill to:

Ability to:

**Additional Requirement Questions:**

To be considered, please complete the information below. Your responses to these supplemental questions must be clear, concise, and numbered. Please describe any work or life-related experience which would indicate that you possess the knowledge, skill, or ability listed below: