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**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 303  
**EFFECTIVE DATE:** 08/19/08  
**REVISED:** 01/20/09  
08/04/15  
12/04/18  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** PAW

**SUBJECT: JOB ANNOUNCEMENTS**

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**I. Purpose:**

Prior to initiating recruitment, the employer should verify the essential job functions; identify knowledge, skills, and abilities needed, and determine what education, experience, and credentials will provide the desired knowledge, skills, and abilities.

**II. Policy:**

**2.1 Announcement**

- a. The employer will announce internally or externally all vacant employment positions. An announcement may be for the purpose of filling a single vacancy or to establish an eligible applicant pool (see Policy 302) for one or more vacancies in the same job class.

Position vacancies will be publicized to allow potentially qualified and interested individuals to learn of employment opportunities and to encourage applicants from diverse backgrounds to apply.

The employer may request an external posting for which any person within and outside the organization may apply, or an internal posting for which only existing regular full-time, part-time, and casual county employees may apply. Preference may be given to post-probationary employees with 12 or more months of service to the employer.

Recruitment announcements will always be posted on bulletin boards within each occupied county office building for a period of no less than 15 calendar days prior to the last date for application or the date scheduled for testing, whichever is earlier and in such other places as the employer feels appropriate.

The announcement will normally include the following:

- i. Title, pay range, grade, and FLSA exempt or non-exempt status of the vacant position.
- ii. Nature of the work to be performed, including the essential job functions.

- iii. Minimum and/or eligibility requirements as well as any preferred qualifications, including education, license or certifications, employment, training, experience criteria, knowledge, skills, abilities and whether equivalent factors will be recognized.
  - iv. Whether the advertisement is an internal organization-wide only posting, department only posting (and what department), or external posting;
  - v. Whether county or other seniority or length of service will be considered a factor, and if so, what weight will be given to such consideration in measuring or rating applicants.
  - vi. Manner of applying (where, how and deadlines).
  - vii. Whether there will be competitive testing, and if so, the date, time and place of the test; the nature and scope of the test subject matter; and any reference material or sources upon which the test is based.
  - viii. Whether the test will consist of written, oral, and or physical demonstration components or other appropriate screening mechanisms.
  - ix. A declaration that the employer is an Equal Employment Opportunity (EEO) employer, and Americans with Disabilities (ADA) accommodations are available.
  - x. The dates of the posting.
- b. Regular employees will be released from work, on paid status, to take an examination and participate in an interview for Storey County positions held during their scheduled work time. Casual employees will not be paid for time taken to participate in an examination or interview.

## **2.2 Application Forms and Files**

Applications for employment must be made in writing on prescribed forms (reference: Employer Employment Application). Applicants must complete a separate application form for each vacancy unless the job announcement indicates otherwise. The employer may also require resumes, completed supplemental questionnaires, and other evidence of education, training, experience, or other lawful requirements. Applications and other materials submitted become part of the application file and the property of the employer.

## **2.3 Signatures**

Applications must be signed by the applicant. Only original completed applications with the applicant's signature will be accepted. Faxed and email copies of the application form will not be accepted.

## **2.4 Application Filing Periods**

- a. Recruitment announcements will specify the application filing period. Applications must be received or postmarked by the date specified. The filing period may end on a specific date and/or may allow acceptance of applications until a sufficient number of appropriately qualified candidates have applied.

The Administrative Officer and/or Personnel Director, consulting with department management, will determine when sufficient applications have been received.

- b. Application periods will end at the close of the business day or at the specific time stated on the recruitment announcement. A job announcement may be closed at any time and for any reason as determined by the employer.
- c. An application period may be ended when no job openings are anticipated or for other reasons as determined by the employer.

**III. RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.**