



# SARPY COUNTY

## CLASSIFIED PERSONNEL REQUISITION FORM

### VACANCY INFORMATION

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Application Reviewers\*: \_\_\_\_\_

\*Please be accurate: Reviewers CANNOT be changed once the posting is active.

Reason for Vacancy (select ONE):  New Position  Resignation  Retirement  
 Promotion  Transfer  Dismissal/Layoff

Budgeted Position (select ONE):  Yes  No  Grant\*

\*If grant is terminated / not renewed / reduced, position may be eliminated / reduced. There is no obligation for the County Board to fund.

### JOB DESCRIPTION INFORMATION

Job Description Status (select ONE):  Review  Create  No Action Needed

Job Title: \_\_\_\_\_

Introductory Probationary Period: (select ONE):  6 months  12 months  Other\* \_\_\_\_\_

\*By statute, CANNOT exceed 12 months

### POSTING INFORMATION

Appointment Type (select ONE):  Classified  Temporary  Seasonal  
 Provisional  Emergency

Employee Type (select ONE):  Full-Time  Less than 20 hours per week  
 20-29 hours  30+ hours\*

\*May be insurance eligible; contact HR for specifics

Scheduled Days / Hours of Work: \_\_\_\_\_

Pay\* To Be Posted:  Step 1  Full Range

\*Prior to Job Offer, contact HR for applicable rules of starting wage requirements

### SELECTION PROCESS

Number to Interview\*: \_\_\_\_\_

\*Minimum of 5 qualified applicants; if less than 5 apply, must interview all qualified

Requested Testing:  MS Word  MS Excel  PowerPoint  
 Typing  10-Key  Other\*: \_\_\_\_\_

\*Contact HR for other available tests

HR Create Interview Questions (select ONE):  Yes  No

HR Schedule Interviews (select ONE):  Yes  No

HR Create Interview Packets (select ONE):  Yes  No

HR Facilitate Interviews (select ONE):  Yes  No

HR Conduct Reference Checks (select ONE):  Yes  No

### APPROVALS

\_\_\_\_\_  
Elected Official/Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date