

# JOB ORDER

**(Please note: This position can not be filled prior to the close date listed below)**

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_  
 Position Number: \_\_\_\_\_ Location: \_\_\_\_\_  
 Work Hours: \_\_\_\_\_ Hiring Supervisor: \_\_\_\_\_  
 Work Days: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Salary: \_\_\_\_\_ (Grade) \_\_\_\_\_ (Range)

Position Status:  Full-Time Regular  Part-Time Regular  Part-Time; not benefit eligible  
 Grant Funded  Fee Funded  
 Seasonal  On Call Driving Status:  Primary  Intermediate   
 Non-Driver \_\_\_\_\_  
 New/Replacement: \_\_\_\_\_ Effective Date: \_\_\_\_\_  
 Promotion  Transfer  Demotion  Termination  Retirement

Position Summary

**Candidates must meet the minimum qualifications as posted below, before they are referred, interviewed or hired per County Procedure 202-1, D.**

Qualifications

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Date Position Opened \_\_\_\_\_ Date on List \_\_\_\_\_  
 Date Position Closed \_\_\_\_\_ Recruiter \_\_\_\_\_

Sources	Placement Dates	Ad Costs
	TOTAL AD COSTS	

Comments: \_\_\_\_\_  
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