



REQUEST TO ADVERTISE FORM

TO: CAMERON COUNTY HUMAN RESOURCES DEPT.

DATE: _____

DEPARTMENT NAME: _____

JOB POSTING DETAIL:

Attach Salary documentation. Examples: Pay Plan/Salary Schedule

PUBLIC POSTING: ____ IN-HOUSE POSTING: ____ IN-COUNTY POSTING: ____

POSTING DURATION: _____ DAYS (MINIMUM 5 **BUSINESS/WORKING DAYS**)

JOB TITLE: _____ FUND/DEPT NO: _____

PCN: _____ PAY GRADE: _____

SALARY IF NO PAY GRADE: _____ PER _____

CIVIL SERVICE: ____ NON-CIVIL SERVICE: ____

PART-TIME: ____ FULL-TIME: ____

JOB ADDRESS: _____

WORKING HOURS: _____: _____ - _____: _____

WORKING DAYS: _____ - _____

DATE EMPLOYEE REQUIRED: _____

INTERVIEWER: _____ SUPERVISOR: _____

WHEN WILL POSITION BECOME AVAILABLE: _____ (ATTACH DOCUMENTATION)

PRINT NAME OF DEPT HEAD

SIGNATURE OF DEPARTMENT HEAD

BUDGET OFFICER/COUNTY AUDITOR SALARY VERIFICATION:

REQUIRED FOR ALL NEW POSITIONS OR POSITION NOT IN THE PAY PLAN

APPROVED PAY: _____

GRANT FUNDED: YES: (If, yes required to post "Grant Funded" in Job Posting) NO:

BUDGET OFFICER/COUNTY AUDITOR'S SIGNATURE

DATE

Reviewed/Acknowledged in Human Resources by: