

SECTION 02-11

Effective Date: July 1, 1996

APPLICATION PROCESS

The County will adhere to the following rules and procedures concerning the application process:

(A). The Department of Accounting shall develop, maintain and update as necessary all forms needed to constitute a complete application for employment for Administrative Division positions. The County Administrator in consultation with the County Attorney shall review all such forms prior to use.

(B). A "Notice of Position Vacancy" (for vacant, previously approved positions) or "Notice of Position Availability" (for new, approved but not-previously-filled positions) shall be prepared either by the County Administrator or his designee for all open positions within the Administrative Division. This Notice shall contain the full text of the Position Description's *General Description of Responsibilities* and *Qualifications* sections or an adequately summarized version thereof along with the Closing Date for receipt of applications and full mailing address for submission of applications. The initial starting salary or wage range for the position in accordance with Section 13.03 and *Attachment A* of this Manual shall also be include in the Notice. Any additional information required for a complete application shall be specified in the posting. All Administrative Division applications shall be directed to the Department of Accounting for receipt and initial processing.

(C). Vacancies will be posted (publicized) no less than two (2) times within period of two (2) consecutive weeks in the employment section of at least one (1) newspaper of general circulation serving Washington County. At the direction of the Washington County Board of Supervisors or the County Administrator, additional local, regional, state or national postings may be specified. In addition, the Notice of Position Vacancy/Availability will be posted (displayed) in the County Administration Building and on the County website until the Closing Date for receipt of applications.

(D). Closing Date for receipt of applications shall be no less than twenty-one (21) nor more than thirty (30) calendar days from the date of first posting in a newspaper of general circulation in Washington County. A longer period may be specified by the Washington County Board of Supervisors or the County Administrator. Closing Dates shall be established so as to conclude at the close of business of an Administrative Division working day.

(E). The Department of Accounting shall assemble application packets containing the Application for Employment forms, copy of the full Position Description, and other information relevant to making application for a vacant position. Application packets shall be available for pick-up in the Department of Accounting during regular County working hours and such other locations as may be listed in the notice posted for the position. At the direction of the County Administrator or Board of Supervisors, the Department of Accounting may forward application packets to applicants by U.S. Mail or private carrier at the County's expense.

(F). Completed applications must be returned to the Department of Accounting or to an address given in the posting for the position before the close of business of the specified Closing Date. If submitted by U.S. Mail or private carrier, an application must be clearly postmarked before 5:00 PM of the Closing Date to be accepted. Telefax copies of applications will be accepted but must be followed by original documents to be considered as complete. If any additional information is

requested as part of an application, this information must be included with the application to be considered as complete. Applications that are incomplete may not receive consideration. The Department of Accounting shall review applications received for completeness in accordance with the posted application documentation requirements. Any incomplete applications received shall be brought to the attention of the Appointing Authority; the Department of Accounting is not required to notify individuals submitting incomplete applications prior to Closing Date unless so directed by the Appointing Authority.

(G). Upon receipt of any application for employment for a posted position, the Department of Accounting will mark the date of receipt on the first page of the County application form and forward written acknowledgment of receipt to the applicant's listed home mailing address within three (3) working days of receipt. All correspondence to the applicant will be maintained with the application for employment.

(H). All employment applications and supporting materials received for any Administrative Division position become the property of the County of Washington upon receipt and may not be returned.

(I). All employment applications submitted must be for a presently posted position. The Department of Accounting shall not solicit or accept any applications for positions not posted at the time of receipt of application materials, nor accept employment applications where the position being applied for is not stated or uncertain. The Department of Accounting shall require new employment applications and supporting materials for each posted position, regardless of whether an applicant has previously submitted an employment application for a recently filled position (the provisions of (K). and (L). of this Section excepted). Any unsolicited application materials received may either be returned to the applicant or disposed.

(J). The Department of Accounting will retain all information relative to applicants and applications for employment in strict confidence. No information will be released to any official, officer or employee of the County unless authorized by the County Administrator.

(K). If a position has been previously posted, but no applicant was chosen due to the belief that no applicant was qualified or the responsibilities of the position have been changed, the vacancy may be re-posted. In this event, all original applicants for the posted position shall be so notified in writing. Original applicants may reapply for position by forwarding a letter to the Department of Accounting requesting continued consideration of their original application for the re-posted position.

(L). In the event a position becomes vacant for any reason during the position's probationary employment period, the original applications for the vacant position shall be reviewed a successor group of candidates chosen. If not candidate is qualified for the position, it shall be re-posted in accordance with (B)., (C)., and (D). of this Section. If vacancy occurs after completion of the probationary employment period, the position shall be re-posted if required.

(M). The Department of Accounting shall retain all employment applications and supporting materials for a period of one (1) year from the Closing Date of a posted position.