

**JEFFERSON COUNTY**

**Personnel Requisition**

Department Name \_\_\_\_\_ Date \_\_\_\_\_ Date Needed \_\_\_\_\_

Job Title \_\_\_\_\_ Salary \_\_\_\_\_ Criminal History Check \_\_\_ Yes \_\_\_ No

Suggested Recruitment Source(s) \_\_\_\_\_

Applicants Interviewed By \_\_\_\_\_ Position Reports To \_\_\_\_\_

Minimum Education Required \_\_\_\_\_

Minimum Experience Required \_\_\_\_\_

\_\_\_\_\_

Job Duties \_\_\_\_\_

\_\_\_\_\_

**Budget Information**

Addition \_\_\_ Replacement \_\_\_ Explain or For Whom \_\_\_\_\_

Position Budgeted \_\_\_ Yes \_\_\_ No Proposed Salary \_\_\_\_\_ Date of Hire \_\_\_\_\_

Is Position: Full-Time \_\_\_ Regular Part-Time \_\_\_ On-Call Occasional \_\_\_ Temporary \_\_\_

Safety/Security \_\_\_\_\_ Hours Per Week \_\_\_\_\_

**Approvals**

Elected Official Approval \_\_\_\_\_ Date \_\_\_\_\_

Department Head Approval \_\_\_\_\_ Date \_\_\_\_\_

County Commission Approval \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_