

POSITION REQUEST

(To be filled out by requesting Department and forwarded to Human Resources)

Classification/Job Title: W/WW Maintenance I

Department requesting position: Nassau Amelia Utility

☒ New Position

☐ Replacement

If replacement position provide name of prior employee: _____

Job Posting: ☐ Internal Only ☐ Internal & External ☒ Active Hiring List

Newspaper Advertisement: *(If desired you may attach an advertisement)*

☐ Local newspapers *(to include News Leader, Nassau Record, Westside Journal)*

☐ Florida Times Union

☐ Other Newspaper _____

(Ads in major papers will be in the Sunday edition unless the Department Director makes a special request.)

Web Site Advertisement: *(If desired you may attach an advertisement)*

☐ Nassau County Website: www.nassaucountyfl.com

☐ FL Assoc. of Counties Website: *(FAC ad is \$25/ad)* _____

☐ Professional Assoc. Website: _____

☐ Other source: _____

(Professional web sites, provide web address or e-mail address)

Salary Information: *(Grade/Step and Hourly/Annual)* \$15.7782 / \$32,818.66 ✓ Grade 204

If position requires any of the following enter account organizational code.

☐ Backgrounds: _____ (549081) ☐ Drug test: _____ (531035)

☐ Physical: _____ (531031) ☐ Advertising: _____ (549002)

Comments: _____

RCVD OMB
19 OCT 3 AM 8:51

10/1/19

Date


Department Head Signature

Date

Human Resources Director

Date

Office of Management and Budget

Date

County Manager

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If position requires any of the following enter account organizational code.

☒ Backgrounds: 71500536 (549081) ☒ Drug test: 71500536 (531035)

☒ Physical: 71500536 (531031) ☒ Advertising: 71500536 (549002)

Comments: _____

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