

## 2.5 JOB POSTING

Whenever a position becomes available, a notice of such opening will be posted on the courthouse bulletin board for at least ten (10) calendar days before the deadline for filling the position. The notice will contain the position title, a brief job description, and minimum hiring specifications. The following positions are not required to be posted: deputy to an elected official, private secretary, and any positions in a confidential relation to the appointing officer.

Advertisements in county or other newspaper publications may also be warranted and is at the discretion of the Department Head or Supervisor.