

1. Public notice of open competitive examinations shall be given at least two weeks in advance of the last date of filing of applications by means of announcements posted on the official bulletin boards at the Court House, County Office Building, Roads Department and water and sewer maintenance shops and any other places the Personnel Officer may deem proper.

2. Each announcement of an open competitive examination shall state: The title of the class; the pay grade and range of the class; the nature of the work to be performed; any minimum and special qualifications which may be required for admission to the examination; the nature of the tests to be used; the requirements as to qualifications to be met or critical scores to be attained in any of the tests, or prerequisites to eligibility. On failure of any candidate to meet or attain such qualifications or scores, other tests of the examination need not be given or rated.

D. Scheduling and Announcement of Promotional Examinations

1. A promotional examination may be held when a vacancy exists or is anticipated which is to be filled by promotions, and whenever the list of eligibles available for certification and promotion is, in the judgment of the Personnel Officer, inadequate or insufficient.

2. Notice of examinations for promotion shall be given by posting the announcement on the official bulletin boards at the Court House, County Office Building, Roads Department and Water and Sewer maintenance shops and by such other means as the Personnel Officer deems adequate.

3. Each announcement of a promotional examination shall state: The title of the class; class or classes of positions within which employees shall be deemed entitled to compete in such examination; the minimum and special qualifications which may be required for admission to the examination; the nature of the tests to be used; the requirements as to qualifications to be met or critical scores to be attained in any of the tests of prerequisites to eligibility. On failure of any candidate to meet or attain such qualifications or scores, other tests of the examination need not be given or rated.

E. Form of Application

1. Applications shall be made on forms prescribed by the Personnel Officer. Such forms shall require information relating to experience, training, residence and such other pertinent information as may be requested in the public announcement of the examination and shall contain a signed certificate whereby the applicant certifies to the truth and accuracy of all statements made therein.

F. Appointments

1. All vacancies in positions under the Classified Service which shall occur before the holding of the next examination shall be filled from said eligible list as so certified.

2. An individual whose name appears on an eligible list shall be eligible for appointment to that position or a position of lower classification in the same grouping of jobs.