

## [4-207.

(a) For each open competitive examination that is scheduled, the Secretary shall provide a notice of the examination that includes:

- (1) the closing date for receiving applications; and
- (2) the rate of pay for each position listed.

(b) (1) Periodically, but at least once every month, the Secretary shall place an advertisement in a newspaper of general circulation in each county inviting persons interested in State employment to submit their name, address, telephone number, and areas of their employment interests to the Department of Personnel. The advertisement shall also include information on specific positions which are available.

(2) Not later than 2 weeks before the day on which the examination is to be held, the Secretary shall send notice of the examination to any of the following, as appropriate:

(i) each person who expressed an interest in a position for which the examination is being given or for a related position;

(ii) the clerk of each circuit court, who immediately shall post the notice in the county courthouse;

(iii) Enoch Pratt's library depository system for circulation to public libraries in each county;

(iv) the Department of Economic and Employment Development's Division of Employment and Training for inclusion in the job service data base;

(v) organizations representing Maryland employees;

(vi) multiservice centers administered by the Department of General Services;

(vii) public high school counseling and placement offices;

(viii) Maryland college placement offices;

(ix) community interest groups that have made written requests;

(x) State agency chief personnel officers for distribution among their units; and

(xi) any other entity the Secretary considers necessary or appropriate.]

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On request, the Secretary shall allow the applicant's examination papers and examination results to be inspected at the Department:

- (1) by the applicant or the applicant's designee; or