

## Personnel Requisition Form

**Instructions:** Complete all relevant requests for information and forward the completed form with appropriate approvals and a completed *Position Requirement Profile Form* to the Office of Human Rights.

### Position Information

Job Title			
Position Control #		# of Positions	
Department		Division	
Supervisor		Supervisor Phone #	
Cost Center		Pay Grade	
Position Location			
Select the correct choice from each pair.	New?    Yes <input type="checkbox"/> No <input type="checkbox"/>	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Vacant?    Yes <input type="checkbox"/> No <input type="checkbox"/>
	Permanent <input type="checkbox"/> Temporary <input type="checkbox"/>	Classified <input type="checkbox"/> Exempt <input type="checkbox"/>	If not vacant, anticipated vacancy date:

### Register

Requested Register Type:     Open (Internal & external applicants)  
     Promotional - Unified Personnel System      Promotional Departmental

**Department Contact:**    Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

**Send E-Reg password(s) to:**  
 \_\_\_\_\_  
 \_\_\_\_\_

### Requested Advertising

Complete this section if a new eligible register is being constructed. Selected requested advertising type:  
 Local             Other

If other is checked, list names of publication(s) and a contact method for the publication. (For newspapers: the name of the paper and city in which it is published, for other publications: phone number is preferred but addresses will be accepted.) [Note: cost of "other" advertising is paid by the requesting department.]


### Driving Requirements

Position assigned responsibility for operating county vehicles?     Regularly     Occasionally     Never

If regularly or occasionally, provide information on licensure and endorsement(s) required by checking the appropriate box(es).

**License Requirement:**     Commercial Driver's License A             Certified Driver's License E  
     Commercial Driver's License B  
     Commercial Driver's License C

### Endorsement Requirement:

- T (Combination vehicles with double or triple trailers)
- N (Tank vehicles designed to transport any liquid/gaseous material with a designed capacity of 1,000 gallons or more)
- P (Any vehicles designed to transport 16 or more passengers, including the driver)
- H (Any vehicle used to transport hazardous materials in placardable amounts)
- X (Any tank vehicle used to transport placardable amounts of hazardous materials)

**Clerical Requirements**

Does the position require typing?  Yes  No

If the position does require typing, what is the minimum required typing speed? (Check the appropriate category. A guide is available for your use in selecting the most appropriate required speed.)

- Keyboard familiarity       At least 25 words per minute       At least 45 words per minute  
 At least 15 words per minute       At least 35 words per minute       At least 55 words per minute

Explain why the position requires typing at the indicated speed by describing the typing requirements of the position.

Does the position require shorthand/dictation?  Yes  No

If the position requires dictation/shorthand, explain the dictation/shorthand requirements of the position.

**Special Consideration or Comments**

Use this space to provide additional information about the knowledges, skills and abilities required for this specific position.

**Signatures**

Department Head:

Date:

Appointing Authority/Representative:

Date:

**FOR PERSONNEL DEPARTMENT AND OFFICE OF HUMAN RIGHTS USE ONLY**

Office of Human Rights	DT	Records Administration	Pay and Classification	Employment and Testing
Justification Requirements: <input type="checkbox"/> Blacks <input type="checkbox"/> Hispanics <input type="checkbox"/> Females <input type="checkbox"/> Males				