

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Job Announcements and Publicity		CHAPTER/SECTION NO.: 21.4	
EFFECTIVE DATE:10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File</u> SHERIFF	
STANDARD NUMBER: 31.3.1			

21.4 Policy

- 21.4.1 Job announcements will be made by the Weber County Human Resources Department.
- 21.4.2 Job announcements should include:
 - A. Minimum qualifications for applicants (education, physical, etc.)
 - B. Duties and responsibilities of the position
 - C. The fact that Weber County is an Equal Opportunity employer
 - D. Application filing deadlines
- 21.4.3 Advertisement of Entry Level Position
 - A. All entry level vacancies may be advertised through mass media, including minority media where appropriate and available.
 - B. Advertisements should include the same information as in section 21.4.2.
 - C. Advertisements will run according to the guidelines set by the Weber County Human Resources Department.