

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Test Announcements		CHAPTER/SECTION NO.: 24.6	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File Sheriff</u>	
STANDARD NUMBER: 34.1.5			

24.6 Policy

- 24.6.1 Written announcement will be made by the Department of Human Resources for each promotion opportunity, as requested by the Sheriff's Office. Public announcement will be made fifteen days in advance of establishing a register and certifying therefrom. The notice of examination shall be posted in conspicuous places within the Sheriff's Office. An announcement will normally include, at a minimum:
- A. Description of the open position or job classification.
 - B. When possible, a schedule of dates, times, and locations for the elements of the process.
 - C. Description of eligibility requirements.
 - D. Description of process to be used in selecting personnel for the vacancies. Included in this description it will be indicated what the expected duration will be of the process. The format and length of the written test will be given, if any. A summary of the role of the oral interview, **cut-off scores** on written and oral evaluations, a description of the assessment center, if any; and the numerical weight assigned to each element of the process will be given.