

Vacancy Form

Department Head	
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Department Name	Date	
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Position Details

Position #	Title of Position Needed	Grade/Step or Salary Range

Hourly or Exempt		New or Vacant Position	
HOURLY	EXEMPT	NEW	VACANT

Basic Skill Set Needed

Required Skills (MUST HAVE)

Preferred Skills (WOULD LIKE BUT NOT MANDATORY)

Please scan and email form to Human Resources