

Appendix Number 4

**JOB OPENING NOTICE**

No. \_\_\_\_\_ Date Posted: \_\_\_\_\_ Closing Date: \_\_\_\_\_

There is a position available for a \_\_\_\_\_ in the \_\_\_\_\_ Department. This position is/isn't open to outside candidates.

PAY SCALE:	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
	\$ _____	\$ _____	\$ _____

DUTIES: See attached Job Description for details.

**ESSENTIAL SKILLS AND ABILITIES REQUIRED:**

(Must possess all the following skills and abilities to be considered for this position)

Demonstrated successful performance at past/present positions including:

1. Ability to perform tasks in a complete and accurate manner.
2. Demonstrated timeliness and follow-through on duties and assignments.
3. Ability to work well with other people.
4. Ability to communicate effectively.
5. Reliability and good attendance.
6. Good organizational skills.
7. Problem solving attitude and approach.
8. Positive work attitude: enthusiastic, confident, outgoing, helpful, committed.

**DESIRED SKILLS AND ABILITIES:**

(These skills and abilities will make a candidate more competitive.)

**APPLICATION PROCEDURES ARE AS FOLLOWS:**

1. Apply by phoning \_\_\_\_\_, on ext. \_\_\_\_\_, by 3:00 p.m. \_\_\_\_\_.
2. Ensure that a completed Job Application and up-to-date resume, if possible, are delivered to \_\_\_\_\_ by the closing date.
3. Applicants will be pre-screened according to the above qualifications. Selection will be made by \_\_\_\_\_.
4. Tremonton City as an equal opportunity employer and does not engage in illegal discrimination on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.
5. If you would like to apply for this job opening and need assistance due to a disability, please notify Tremonton City two (2) days or more in advance regarding the type of assistance you require by calling (name/phone number and extension).

Tremonton City is an Equal Opportunity Employer

Notes: