

**WEBB COUNTY**  
**JOB ANNOUNCEMENT REQUEST**

Please send this form to the Human Resources office to post any open positions. **This form must be accompanied by a job vacancy posting notice and a job description.** County policy requires that all job vacancies be posted for a minimum of five days (within and outside of County).

**Position:** Public Information Officer **Commissioners Court Approval Date:** \_\_\_\_\_  
**Department:** WEBB COUNTY SHERIFF'S  
**Slot Number:** 547  
**Hourly Pay:** \_\_\_\_\_ **\$23.97**  
**Shift/Work Hrs:** Shift Work

**Type of Employment:**  Full-Time  Part-Time

**For Countywide and External postings:**

**Posting Closing Date:** \_\_\_\_\_ OR  Open until filled

**TYPE(S) OF POSTING:**

**Within Hiring Department** (Hiring Department posts job vacancy for 3 days prior to posting Countywide and Externally.)  
Posting Closing Date: \_\_\_\_\_

**Internal only:** (Within County)  **Both Internal & External:** (Within & Outside the County)

- HR bulletin boards
- County-wide e-mails

- HR bulletin boards
- County-wide e-mails
- County Website

TWC & other agencies

Laredo Morning Times  
(For positions with salaries at \$40,000 & over.)

**ALL APPLICATIONS MUST BE RECEIVED AT HUMAN RESOURCES OFFICE. EACH WILL BE TIME/DATE STAMPED.**

**REQUIRED QUALIFICATIONS & SKILLS:**

Please fill out job vacancy posting notice and include job description.

**HR will screen all applicants for minimum qualifications and will forward only qualified applications to hiring department.**

**SEND APPLICATIONS:**

Daily (if open until filled, no closing date)

After closing date

Weekly (if open until filled, no closing date)

Linda Jo Santos, Human Resource Clerk  
(Print) Contact Person & Title

523-4504  
Telephone #

lisantos@webbcountytx.gov  
E-mail Address

Sheriff, Martin Cuellar  
(Print) Department Head/Elected Official Name & Title



**Department Head/Elected Official Signature**

**Date**

6/6/2010

Please note that signed form may be scanned & submitted via e-mail; however, original signed copy must also be sent or delivered to Human Resources office at 1110 Washington St. Ste. 204. For more information please call 523-4198.