

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: Finance Director Commissioners Court Approval Date: _____
Department: WEBB COUNTY SHERIFF'S
Slot Number: 533
Hourly Pay: _____ \$36.04
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 #

ljsantos@webbcountytexas.gov
E-mail Address

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



Department Head/Elected Official Signature

Date

6/6/20

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.