

# Jefferson County Government

## Personnel Requisition

Attn: Finance Dept

Please check the appropriate boxes below.

- |  |                                    |                                       |
|--|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Recommendation for new employee     | <input type="checkbox"/> Full Time | <input type="checkbox"/> Part Time    |
| <input type="checkbox"/> Recommendation for interim employee | <input type="checkbox"/> In Budget | <input type="checkbox"/> Not Budgeted |
| <input type="checkbox"/> Change in assignment                |                                    |                                       |

Position to be Filled: _____
Department Name & Number: _____
New Position: Yes or No    If No, Replacing: _____
Employee Name (if assignment change) _____
Effective Date: _____
Previous position (if change in assignment): _____
Term of assignment (if interim): _____
Proposed Rate of Pay: _____
Comments on Pay Rate: _____

\_\_\_\_\_  
Hiring Department Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Mayor (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Date

Send this document to the Finance Department

revised 3/21/08