

- A. Vacant positions may be filled by promotion or transfer of current employees whenever practical. Fiscal Court will be notified, by department head/supervisor of all vacancies at the next regular meeting. The department head seeking to fill a position will prepare a memo for all County departments. The public **MAY** be notified of any vacancy not filled by promotion or transfer or for which no application is on file with the County Judge/Executive. When vacancies cannot be filled from within, or it is determined that the best interest of the county lies with employment from outside the county service, announcements of the vacancy **MAY** be made public in a newspaper of general circulation in the county. All announcements shall contain the following statement: 'An Equal Opportunity Employer.' Applications shall be kept on file for 6 months. The County Judge/Executive, with the approval of the Fiscal Court, may fill a vacant position from these applications within this 6 month period.

Located on page 12 Section V(A) of the county administrative code.