

SECTION 1 - INSTRUCTIONS

Hiring managers or designees complete this form to request posting of a vacant position. Submit the completed form to the HR Recruiter assigned to your work unit. See the Hiring Authorization notice for Recruiter information (except IDS positions see IDS Executive Director). Special Note: A valid and current Position Description (Form AOC-A-114) must be on file in Human Resources before posting a vacant AOC position. See page two (2) of this form for additional details.

SECTION 2 - POSITION INFORMATION

| Position Details | | Position Appointment Type (enter X in applicable box) | |
|-----------------------|--|---|--|
| Job Title | | Permanent Full-time | |
| Working Title | | Permanent Part-time | |
| Position Number | | Time Limited Grant Funded Full-time | |
| Division or Work Unit | | Time Limited Grant Funded Part-time | |
| County of Position | | Temporary Full-time | |
| Former Employee | | Temporary Part-time | |
| Expected Fill Date | | Position Work Hours (e.g. 10, 20, 30 hours per week) | |

SECTION 3 - RECRUITING METHOD AND APPLICANT REQUIREMENTS

| Recruiting Method Desired (enter X in applicable box) | | Applicant Requirements (enter X in applicable boxes) | |
|---|--|--|--|
| Internal - Judicial Branch workforce | | Resume | |
| Internal - State Government workforce | | Cover Letter | |
| External - General Public | | Writing Sample | |

SECTION 4 - HIRING MANAGER OR DESIGNEE

| | | | |
|-------|--|-------|--|
| Name | | Email | |
| Title | | Phone | |

SECTION 5 - DESCRIPTION OF WORK

(This section is intentionally left blank for the user to provide a description of the work.)

SECTION 6 - MANAGEMENT PREFERENCES

(This section is intentionally left blank for the user to provide management preferences.)

SECTION 7 - SUPPLEMENTAL QUESTIONS

(This section is intentionally left blank for the user to provide supplemental questions.)

| Additional Details | |
|---|--|
| SECTION 2: POSITION INFORMATION | |
| Position Details | The information in this section should conform to the job information in BEACON. |
| Position Appointment Type | Indicate the type of position and working hours. If the position is part-time, include the total work hours per week. |
| SECTION 3: RECRUITMENT METHOD AND APPLICANT REQUIREMENTS | |
| Internal - Judicial Branch workforce | Limits eligible applicants to only current permanent or grant funded Judicial Branch employees. |
| Internal - State Government workforce | Limits eligible applicants to only current permanent or grant funded State employees. |
| External - General Public | All candidates are eligible to apply. The Division of Employment Security is notified when a position posts to the Office of State Personnel job board. |
| *The recommended minimum recruitment period or time of active recruitment is five (5) work days for all recruitment methods. Hiring Managers may elect a longer recruitment period for hard-to-fill positions. Contact your recruiting specialist to discuss other options. | |
| SECTION 4: HIRING MANAGER OR DESIGNEE | |
| Hiring Manager | The Hiring Manager is the person to whom questions about the position are directed and who will receive applications after the position closes. A Department or Division head is usually the Hiring Manager; however, he or she may choose to assign this role to others. |
| Designee | A Department or Division head may assign the Hiring Manager role to other authorized designees. If more than one designee is to be authorized, contact AOC Human Resources. |
| SECTION 5: DESCRIPTION OF WORK | |
| Description of Work | A summary of essential duties and responsibilities for a particular position. See Chapter 4 of the <i>Creating an Effective Hiring Process Manual</i> for assistance with this section. Information for Knowledge, Skills & Abilities and minimum Education & Experience requirements are supplied through the Job Specification. This Description of Work should summarize the position's major functions, critical skills, and working conditions. |
| <p>AOC Positions Only: In the absence of a valid and current position description, one must be submitted to Human Resources before a vacant AOC position can be posted. A valid position description is one that appropriately reflects the duties of the position to be posted. A current position description is one that is less than three (3) years old as of the date of the posting request. The Position Description, Form AOC-A-114, is used to capture position description information. Contact the HR Compensation Analyst assigned to your Division with any questions related to the Position Description requirement. This requirement does not apply to positions reporting to a judge, Clerk of Superior Court, District Attorney, Conference or Commissions positions, or Indigent Defense Services positions.</p> | |
| SECTION 6: MANAGEMENT PREFERENCES | |
| Management Preferences | Skills, education, or experience desired of applicants by the hiring manager that exceed the minimum training, education, and experience position requirements. (Examples: preference for previous public sector experience, MSW degree, Spanish language fluency.) |
| SECTION 7: SUPPLEMENTAL QUESTIONS | |
| Supplemental Questions | Questions added to the job posting designed to identify applicants with skills, education, work experience, or specific attributes. (Example: How many years of bookkeeping experience do you have? Are you a resident of Wake County? Are you licensed to practice law in North Carolina?) |