

North Carolina Administrative Office of the Courts Human Resources Division		JOB POSTING REQUEST FORM	
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 (with IDS positions, see the 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 Side Two 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			
SECTION 6 - MANAGEMENT PREFERENCES			
SECTION 7 - SUPPLEMENTAL QUESTIONS			
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Additional Details	
<b>SECTION 2: POSITION INFORMATION</b>	
Position Details	The information in this section should conform to the job information in the HR-Payroll System.
Position Appointment Type	Indicate the type of position and working hours. If the position is part-time, include the total work hours per week.
<b>SECTION 3: RECRUITMENT METHOD AND APPLICANT REQUIREMENTS</b>	
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 Human Resources job board.
*The recommended minimum recruitment period or time of active recruitment is ten (10) 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.	
<b>SECTION 4: HIRING MANAGER OR DESIGNEE</b>	
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.
<b>SECTION 5: DESCRIPTION OF WORK</b>	
Description of Work	A summary of essential duties and responsibilities for a particular position. See Chapter 4 of the <a href="#">Creating an Effective Hiring Process Manual</a> 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.
<b>AOC Positions Only:</b> 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.	
<b>SECTION 6: MANAGEMENT PREFERENCES</b>	
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.)
<b>SECTION 7: SUPPLEMENTAL QUESTIONS</b>	
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?)