



## Supplemental Information

Below provides a suggested structure of the information typically found in this portion of the job posting:

Insert Agency branding such as logo  
or job-related videos here.

*[Enter a mission or vision statement that represents your agency and what this employee can expect out of your culture.]*

### **About this position:**

*[Provide information specific to the position being advertised. This should include information such as the section or division the position is housed, reporting structure of the position, and a brief example of what the applicant will be doing in the position.]*

**No Civil Service test score or assessment** is required to be considered for this vacancy.

### **NOTE REGARDING THE ADVERTISED PAY:**

**This position participates in a Career Progression Group (CPG)** and may be filled as a [INSERT JOB SERIES HERE]. The level at which the vacancy is filled will be determined by the qualifications of the candidate selected. This position provides the opportunity to advance within this job series. *[NOTE: THIS WILL ONLY BE ADDED TO JOB TITLES PARTICIPATING IN A CPG]*

**The actual starting salary depends on the education and experience of the selected applicant.**

Please click on the below links to learn more about each job level: *[NOTE: THIS WILL ONLY BE ADDED TO JOB TITLES PARTICIPATING IN A CPG]*

[Job title A/1](#)

[Job title B/2](#)

[Job title C/3](#)

To apply for this vacancy, click on the “Apply” link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

\*Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application. Applications may be rejected if incomplete. \*

For further information about this vacancy contact:

Name of Contact Person  
Agency/Department Name  
Mailing Address  
Phone Number

## Examples of Work

This section will be where you place the Examples of Work. Provide information specific to the role and responsibility. There are 2 different options for the Examples of Work:

- 1) Examples of work from the Job Specification.
- 2) The duties listed in the current approved Position Description

## Minimum Qualifications

### **Minimum Qualifications:**

*[INSERT MINIMUM QUALIFICATIONS FROM JOB SPECIFICATION]*

## Job Functions

*[INSERT FROM JOB SPECIFICATION OR LEAVE BLANK]*

## Supplemental Questions

*[INSERT AGENCY DEVELOPED SUPPLEMENTAL QUESTIONS HERE IF APPLICABLE]*