



LARAMIE COUNTY GOVERNMENT

TITLE Recruiting	APPROVAL DATE 8/15/1995
SECTION Employment	REVISION DATE 12/20/2016

Laramie County has a centralized system of recruiting applicants administrated through the Human Resources Office. The Sheriff's Department administers a separate recruitment system.

Vacancy Announcements

- Human Resources will post all vacant positions as requested by Department Heads/Elected Officials. The positions must be authorized by the Board of County Commissioners and funded in the respective department budget. The Human Resource Office prepares and releases the announcement.
- Vacancies are not required to be posted externally but should be announced within the department.

Application Procedure

- Application for employment is made on a county application. A separate application form is submitted for each position in which the candidate desires consideration. Applications are received by the Human Resources Office on or before any specified final filing dates. Applications and resumes are accepted for current position openings only.

Examinations

The Human Resources Office and other County Departments use such forms and professionally acceptable examination techniques as may be appropriate for the classification. Specific agencies may have separate testing policies.