

JOB BID PROCEDURE FOR CURRENT COUNTY EMPLOYEES

- Check the qualifications for the posted position of interest. You will not be certified for the position if you do not meet those minimum requirements.
- Job Bid forms can be downloaded from this website.
- Read the top of the Job Bid Form for general information & instructions.
- Complete, sign, and date the Job Bid Form for the position of interest.
- If applying for a job in a department other than your current department, it is recommended that you attach a current resume or current employment application to ensure up-to-date information can be submitted to the hiring department. The County Application form can also be downloaded from this website.
- We will submit only the data you attach to your job bid form. You must furnish your own attachments. We will not make copies of any resumes or applications already in your personnel file because we want current information.
- Submit your Job Bid (and attachments optional) to the Personnel Office via inter-office mail or via fax (451-6484) before the closing date indicated on the job announcement.
- Allow 4 – 6 weeks (from the closing date) for a response to your job bid.