

[NAME OF AGENCY]

**CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: \_\_\_\_\_ Level: \_\_\_\_\_  
Title Code No.: \_\_\_\_\_ Salary Range: \_\_\_\_\_  
Office Title: \_\_\_\_\_  
Division/Work Unit: \_\_\_\_\_ Work Location: \_\_\_\_\_  
Hours/Shift: \_\_\_\_\_ Number of Positions: \_\_\_\_\_

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**JOB DESCRIPTION**

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**QUALIFICATION REQUIREMENTS**

[If civil service list exists, indicate:  
- Eligibility open to permanent competitive or reachable list eligible in title only.]

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**PREFERRED SKILLS**

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**TO APPLY, PLEASE SUBMIT RESUME TO:**

Name  
Title  
Mailing Address  
E-Mail Address

<b>POSTING DATE:</b>	<b>POST UNTIL:</b>	<b>JVN: ____ / ____ / ____</b> <b>(Agency Code/Fiscal Year/Number)</b>
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**- AN EQUAL OPPORTUNITY EMPLOYER -**