

- A. FILLING OF VACANCIES:** All vacancies in the classified service which are not filled as otherwise provided in these Rules shall be filled through open competitive recruiting. Based on the operational needs of the division, Division Heads, in consultation with the Court Administrator, may fill vacancies at a lower classification than the actual budgeted status of the position. In such cases, the actual budgeted status of the position will be held inactive until further action is taken.
1. **PUBLIC ANNOUNCEMENTS:** Public Announcements shall be by public notice for a minimum of five (5) working days. Open continuous announcements shall be open for a minimum of five (5) working days before certification may occur. Copies of public announcements shall be distributed to all Court Divisions, Mohave County departments and such other individuals and organizations as the Court Administrator deems appropriate.
 2. **INTERNAL ANNOUNCEMENTS:** An internal announcement shall be open for a minimum of five (5) working days.
 - a. **INTRADIVISIONAL ANNOUNCEMENTS:** Upon request of the hiring Division Head and upon approval of the Court Administrator, recruitment may be limited to employees of the division having the vacancy.
 - b. **JUDICIAL SERVICE ANNOUNCEMENTS:** Announcements may be limited to the Judicial Service Divisions only.
 - c. **JUDICIAL SERVICE/MOHAVE COUNTY ANNOUNCEMENTS:** Announcements may be limited to Judicial Service and Mohave County employees only.
 3. **PUBLIC/INTERNAL ANNOUNCEMENTS:** Upon request of a Division Head and approved by the Court Administrator, a position may be advertised as a combined public/internal recruitment. The same information will be provided on both the public and the internal announcements and the same minimum time for receipt of applications will be observed. Certificates of Eligibles from both announcements will be prepared and presented to the hiring authority in accordance with Rule 206(C).
 4. **CONTENTS OF ANNOUNCEMENTS:** An announcement may include at least the following: the official classification title, salary, description of work to be performed or where this information may be obtained, the acceptable qualifications and any special qualifications, the final date for receipt of applications or statement

of open continuous recruitment, how to apply and any other pertinent information as determined by the Division Head.

- B. WAIVER OF RULES:** If the Presiding Judge determines that essential public services are being hampered by critical employment needs for a specific classification or classifications, the Presiding Judge may direct the Court Administrator to implement appropriate temporary procedures to satisfy those needs. Such procedures may include waiving or revising provisions of this Rule, but shall reasonably seek to ensure that employees are selected on the basis of merit and fitness.