

- A. CERTIFICATION:** Certification is the designation of top candidates after examination to the Division Head or their representatives for placement consideration in a probationary capacity.
- B. REQUEST FOR CERTIFICATION OF ELIGIBLES:** Division Heads shall request certification of eligibles to fill vacant positions in the Judicial service by submitting a request Court Administrator.
- C. PROVIDING ELIGIBLES:**
1. If the position is to be filled through either Public or Internal advertising, the Court Administrator shall certify from the appropriate register the top six names, based on examination results, for consideration, or any lesser number of eligibles if less than six (6) names are contained on the register.
  2. For a Public/Internal advertisement, the Court Administrator shall certify the top four (4) names, as available, from the public advertising and the top four (4) names, as available, from the internal advertising for the Division Head or representative to consider.
  3. Any certification for one (1) vacancy which contains at least three (3) names shall constitute a complete certification. If less than three (3) names are available for certification, those available may be certified with the concurrence of the hiring division.
  4. Upon submittal of a certificate of eligibles to a hiring division, if the said hiring division requests additional names from a hiring register, the hiring division must provide written, job-related justification for refusal to consider those names initially submitted before additional eligibles are provided.
  5. When the division plans to fill more than one position of the same classification in the same work unit, the number of names certified shall be increased by one (1) name for each additional position if such are available.
  6. When the scores of two (2) or more eligibles are tied, the names of all tied candidates shall be referred to the hiring division. The hiring division may break the tie by any appropriate means.
- D. AVAILABILITY OF ELIGIBLES:** Eligibles shall be certified on the basis of indicated availability for employment consideration. It shall be the responsibility of the eligible to notify the Court Administrator in writing of any change affecting availability for appointment.

**E. SELECTIVE CERTIFICATION:** The Court Administrator may make a selective certification of eligibles to a Division Head from the appropriate register(s) when the vacant position requires specialized knowledge, experience, background or qualification or when so doing will better meet the needs of any given vacancy within the particular classification or within a particular geographic area.

**F. DURATION OF CERTIFICATION:**

1. The life of a Certificate of Eligibles during which action may be taken shall be fixed by the Court Administrator giving consideration to the area, type of position and other factors, but generally will not exceed six (6) months from date of issue. Extensions may be granted by the Court Administrator.
2. A change in a register shall not affect the content of an existing Certificate of Eligibles.

**G. SELECTION OF ELIGIBLES:**

1. A Division Head may select any candidate for reinstatement or transfer to fill the position provided the candidate selected meets the requirements and qualifications for the position.
2. If the Division Head does not select a reinstatement or transfer candidate, he or she must interview a minimum of three candidates, if available, before making a selection, except as provided in Rule 206(G)(3) below. These candidates may include any combination of reinstatement, transfer or competitive candidates. For multiple vacancies, the Division Head must interview one additional candidate for each additional vacancy.
3. The Division Head may select the single candidate with the highest rating directly from the register without certification upon prior approval of the Court Administrator.
4. The Division Head shall check references or provide for the checking of references, and investigate the candidate's education and work history. If the results of these checks and investigations indicate the falsification of material fact on the application or unsuitability for employment for any other reason, the Division Head shall so inform the Court Administrator in writing.

**H. CONFIDENTIALITY OF RECORDS:** The Court Administrator shall maintain the confidentiality of certification records.

- I. MANIFEST ERROR:** After appropriate review, the Court Administrator may, upon approval of the Presiding Judge, approve an adjustment to the status of an eligible to rectify a manifest error. Such adjustments shall not, however, invalidate any certification already made.