

NOTICE TO APPLICANTS

This is the Human Resources Division for the Leon County Board of County Commissioners (BCC). The Leon County Schools, the sheriff, the Clerk of the Court, the Supervisor of Elections, the Tax Collector, and the Property Appraiser each have their own Personnel offices where you may make application for positions in their operations.

Application for current vacancies is made by completion and submission of a Leon County BCC employment application form prior to the posted deadline.

Our application has been carefully designed to enable you to present your qualifications to the fullest extent possible. It is to your advantage to complete it in as much detail as you can. Resumes may be attached, but cannot be accepted in place of the completed application.

A separate application is required for each position that you apply. Please be advised that the State of Florida applications cannot be accepted. We cannot make copies or move your application from one position vacancy to another.

The selection process begins after the deadline for application. Within three working days, all qualified applications are referred to the appropriate office.

A selection committee is appointed for each position to screen and interview candidates. The process generally takes at least two (2) weeks AFTER the deadline for application before applicants can expect to be notified of an interview or be notified if the position has been filled.

DRIVER'S LICENSE POLICY REQUIREMENTS

If the position for which you are applying requires the operation of a county vehicle in the course of job duties, you are required to possess and maintain a driving record that meets the County's standards for insurance coverage. If you are offered a position, this offer of employment will be contingent upon your meeting the standards below. You must submit a copy of your driving transcript upon employment. Inability to meet the following standards will prevent your employment:

A. Record must be free of the following violations in the past three (3) years:

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| - Suspended or revoked license | - Reckless driving |
| - D.U.I. or D.W.I. | - Vehicular homicide |
| - Fleeing or attempting to elude police | - Drag racing |
| - Three or more accidents and/or violations | |

B. Record must have no more than one moving violation (parking, failure to renew, muffler, etc. will not be considered as a moving violation) in a one year period.

DRUG FREE WORKPLACE POLICY

It is the policy of the Board of County Commissioners that:

1. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol is prohibited in the workplace of County Government.
2. Sanctions to be taken against the employees for the violation of this policy shall result in appropriate personnel action, up to and including discharge and/or as an alternative, requiring employee participation in an approved drug abuse assistance or rehabilitation program. These actions shall be in accord with the Leon County Personnel Rules and Regulations.