|  |
| --- |
| **DEPARTMENT OF COMMERCE****VACANCY ANNOUNCEMENT(S)** |
| To: |  |
| From: | Department of Commerce |  |  | **Is the position funded or partially funded by Workforce Investment Act (WIA) Title I funds? Yes\_\_\_\_No\_\_\_** | Cost Center  |  |
|  |  |
| **VACANCY TYPE** | **OTHER** |
| **[ ]**  | Open Competitive | **[ ]**  | Re-advertisement |
| **[ ]**  | Career Service | **[ ]**  | Anticipated Vacancy |
| **[ ]**  | Internal  | **[ ]**  | Pending Classification |
|  |  |
| **Please type or print legibly the following information.** |
| **1****.** | Class Title: |  | Contact:  |
|  | Class Code: |  | Address:  |
|  | Position #: |  | Phone:  |
| **Comments/Special Notes:**  |
|  |
| **2.** | Class Title: |  | Contact:  |
|  | Class Code: |  | Address:  |
|  | Position #: |  | Phone:  |
| **Comments/Special Notes:**  |
|  |
| **3.** | Class Title: |  | Contact:  |
|  | Class Code: |  | Address:  |
|  | Position #: |  | Phone:  |
| **Comments/Special Notes:**  |
|  |
| **Note 1:** If position location is different from address of contact person, a special note must be made to show the exact city of position**Note 2:** In the special note section of the JOA, there are **four (4) lines** with only **sixty-three (63) characters per line**. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Transmitted/Release by: |  | Telephone Number: |  | Date: |       |