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| **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**. | | | | | | | | | | | |

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