

**HORRY COUNTY
REQUEST FOR JOB VACANCY ADVERTISEMENT**

Vacant Position: _____ **Department:** _____

Position Budgeted: Yes No

Replacement Position: Yes No

Fund/Dept #: _____ Who is being replaced: _____

Amt. Budgeted for Position _____

Supplemented by State: Yes No

Amt. Supplemented by State \$ _____

Public Advertisement: Yes No

In-house Advertisement: Yes No

Intra – Dept Only: Yes No

Person to receive applications for interviewing: _____

JUSTIFICATION:

PLEASE INDICATE ANY SPECIAL ADVERTISING REQUIREMENTS:

Please complete all information before submitting to the Administrator for approval.

Department Head

Date

Assistant County Administrator

Date

Director of Budget and Revenue

Date

County Administrator

Date