

Minimum Qualifications:

Any combination of training and experience which would likely provide the required knowledges, skills, and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

- I. Advanced education with major course work in public administration, business administration, personnel management, or related courses; and one year experience that reflects extensive knowledge, skills, and abilities required for the position.

OR

- II. Three years of experience that reflects extensive knowledge, skills, and abilities required for the position.

HOW TO APPLY:

This is an OPEN examination. Open to the public, current employees, and employees eligible for transfer or voluntary demotion. A completed SETA application or transfer from must be submitted by the deadline date using the online application which can be found at <https://laserfiche.seta.net/Forms/app>.

Upon job offer individuals will be required to complete a pre-employment health screening, TB test, and background check, and provide copies of immunization records for MMR, TDAP and flu (or flu waiver).

POSTING DATE: Tuesday, February 7, 2017

FINAL FILING DATE: Tuesday, February 21, 2017 by 5 p.m.

SETA will not accept applications electronically submitted after the 5 p.m. deadline.

SETA is an Equal Opportunity Employer

