

PENNINGTON COUNTY EMPLOYMENT INFORMATION SHEET

The purpose of this "Information Sheet" is to inform you of employment procedures within Pennington County and the function of the Pennington County Human Resources' Office.

The function of the Human Resource office is to advertise and coordinate the Job Openings within the county. The hiring Office or Department receives the applications as soon as they are submitted. The hiring official will then review the applications submitted, contact the persons they wish to interview, and then make the final hiring selection. The persons not selected for an interview will be notified by email or letter.

To see the open positions for Pennington County there are two websites that you can view them; our home page, www.co.pennington.sd.us or www.governmentjobs.com. You will need a valid email address to set up your Username and Password. If you do not have a valid email address, there are a number of free services including; Yahoo, Hotmail, and Gmail.

If you do not have access to a computer to apply for our positions there are free services in Rapid City for you to use. There are free computers at the both locations of the Public Library, 610 Quincy St., and 10 Van Buren St. (Located within General Beadle Elementary School). Or, if you need assistance filing out an application we have an agreement with the Department of Labor office at 111 New York St., not only do they have free computer to use, they also have qualified staff waiting to assist you with our application process.

Applications are only accepted for open positions. If our current openings do not include jobs you are interested in at this time, you may complete a job interest notification request. You will be notified by email once the position you are interested in is open for recruitment.

Your application for employment with Pennington County is our only source of information about you. The application **MUST** be completed entirely and all questions must be answered. If a question does not apply, indicate "N/A" for non-applicable. Any skills, education, licenses, etc. required for the position must also be included on the application to assure that the applicant meets the minimum qualifications. You may submit a resume or attach additional information to your application which includes your qualifications for the position.

If any position requires a certificate or license (including a driver's license, proof of insurance, resume, etc.), you must provide these documents with the application.

NOTE: Any posted position may be closed or extended at any particular time during the advertisement period at the discretion of Pennington County.

EEO: Pennington County is an Equal Opportunity Employer and does not discriminate against applicants or employees on the basis of age, race, religion, color, age, sex, national origin, ancestry, political beliefs, or disability. The building is handicap accessible.

ADA: If you need any assistance with our application process, or need to fill out a hand written application due to ADA requirements, please contact the Human Resources office at 721-6112.