

# Request to Fill Vacancy

Position Title: \_\_\_\_\_

Location: \_\_\_\_\_

(court name/probation district and city)  
(Specify address if city has multiple locations.)

Reason for Hiring (*check one*):      New Position      Filling Vacancy

If filling vacancy, please complete the following:

Name of person vacating position: \_\_\_\_\_

- Reason for vacancy (*check one*):

Promotion - new title and effective date: \_\_\_\_\_

Transfer - new location and effective date: \_\_\_\_\_

Specify address if city has multiple locations: \_\_\_\_\_

Resignation - effective date: \_\_\_\_\_

Termination- effective date: \_\_\_\_\_

- Request to fill from existing applicant pool?      Yes      No  
Requisition #: \_\_\_\_\_ Position #: \_\_\_\_\_

Position Duties:

Impact: (Include the following issues: safety considerations; employees available for redistribution of work; consequences of not filling position; duties required to keep office/program operational; statutory requirements):

I hereby request that the employee vacancy be filled. Include any other relevant information below.

\_\_\_\_\_  
Judicial Administrator/Clerk Magistrate/Presiding Judge  
Chief Probation Officer/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Court/Probation Administrator Approval

\_\_\_\_\_  
Date

Complete the portion above and mail to the Administrative Office as soon as you are aware a vacancy exists. Include a letter of resignation, termination, or promotion documenting the reason for the vacancy.

If approved, use the **Hiring Checklist** and call:

Courts - Sue Meyer (402-471- 4438)

or

Probation - LeAnn Johns (402-471-4890)

with questions regarding hiring procedures.