

Job Posting Instructions/Format for Nature of Work, Minimum Qualifications, and Other Information Sections

Nature of Work

Please include the following information in the order listed.

Posting Number
County(s) of Vacancy
Number of Vacancies
Position Number(s)

Details of the job duties and responsibilities

Minimum Qualifications

Auto populate from the class specifications

Other Information

Auto populate from the class specifications (pay grade/salary/market rate) and then include the following information.

This job posting is ONLY for current and former eligible state employees to apply. If you are NOT a current or former state employee, please visit our website, <https://personnel.wv.gov/Pages/default.aspx>, to view and apply online for job titles opened to receive applications from the public.

Do you qualify to apply internally? Please copy and paste this link into your browser, https://personnel.wv.gov/job_seekers/Pages/vacancies.aspx, view the guidelines to confirm your eligibility. You will also find links to the fillable PDF internal application (for use by internal applicants ONLY), instructions on printing your online account application (if you have one, it is not needed), and the internal job posting page.

Internal applications MUST be submitted directly to the contact person listed below by email or standard U.S. mail.

Agency Contact Name
Email Address

Mailing Address

08/14/2023; 08/22/23, 10/02/23, 10/25/23