

Request to Fill Instructions.

- 1) Download the Request to Fill Vacancy Form (RTF) or (PDF) from the Justice Administrative Commission website. <https://www.justiceadmin.org/HR/jobpostings.aspx>.
- 2) Do a "save as" for new RTF request.
- 3) Complete the RTF or PDF form.
- 4) Using a separate Word document, submit the advertisement language. Please include the complete name of your office, how applicants are to apply (including whether applications submitted through People First will be accepted), any special documentation required (e.g., writing sample), and a description of the position being filled.
- 5) If using qualification questions include them in the email.
- 6) Submit both the RTF or PDF form and the Word document to jobpostings@justiceadmin.org.