

DEPARTMENT: Superior Court Adult Probation Dept. Juvenile Court Clerk of Superior Court	DIVISION: ALL
RULE NAME: Judicial Merit Rules RULE: Certifications and Selection of Candidates RULE NUMBER: 6	DATE ADOPTED: March 1, 2002 DATE AMENDED: February 25, 2016

RULE 6 - CERTIFICATION AND SELECTION OF CANDIDATES

6.01 Request for Certification of Candidates

Appointing Authorities will request certification of candidates in order to fill vacant positions by submitting an official request to the Yuma County Human Resources Department on the form and in the manner prescribed by the Yuma County Human Resources Department.

6.02 Availability of Candidates

Eligible candidates will be certified on the basis of their indicated availability for employment consideration. It will be the responsibility of the candidates to notify the Yuma County Human Resources Department in writing of any change of address or other change affecting availability for employment.

6.03 Certification of Candidates

- A. Upon receipt of a written request from the Appointing Authority, the Yuma County Human Resources Department will certify to the court department a list of candidates. The list will include not less than five (5), but not more than ten (10) qualified candidates in order of their relative ranking. If the number of qualified candidates for a position is fewer than five (5) candidates, then the number available may be certified.
- B. If more than one (1) position is to be filled in the same class in a court department at the same time, then the number of names certified will be increased by one (1) name for each additional position if such names are available.

6.04 Selection of Candidates

- A. In order to make the best selection, all eligible candidates who are certified must be notified in writing of an employment interview by the Appointing Authority unless the eligible candidate can be contacted by phone.
- B. The Appointing Authority will check references and investigate the candidates' education, work history, and personal background. If the results of these checks and investigation indicate the falsification of material fact on the application or information provided through oral board or subsequent interviews, the Appointing Authority will disqualify the candidate.
- C. The Appointing Authority's selection must be from among the candidates certified. The effective date of the appointments cannot be prior to the date certified.
- D. The Appointing Authority will notify the Yuma County Human Resources Department and the candidates interviewed when a final selection has been made. The Appointing Authority will report the action taken on the forms prescribed by the Yuma County Human Resources Department the action taken.