



The City of Central Point

**Finance Department
Account Clerk - Payroll**

Recruitment Timeline

February 12, 2016	Post Vacancy Notice and Begin Advertising
March 1, 2016	Position closes. 4 p.m. Tuesday, March 1, 2016
By March 4, 2016	Applicants to be invited for interview notified by e-mail
March 10 - 11, 2016	Interview Assessment Center
April 1, 2016	Anticipated start date

Note: Only those applicants who meet all of the minimum qualifications for the position, as described in the position description, will be considered. Meeting the minimum qualification does not guarantee an interview. The process is progressive and applicants must be selected to move to subsequent levels of the process.

The City reserves the right to select the individual who, in the opinion of the City of Central Point, represents the most appropriate match for the City's needs at the time of selection.

Any offer of employment will be made conditional upon successful completion of pre-employment criminal background check, thorough reference checks, driving record, and drug screen.

This timeline is intended as a guideline and subject to change.

Notes: The City of Central Point reserves the right to re-advertise or to delay indefinitely the filling of a position if it is determined that (1) applicants do not constitute an adequate recruitment pool; (2) candidates within the pool do not fulfill the desired qualifications; (3) the City does not have the necessary funds for the position at the time; or (4) it is for any reason not in the best interest of the City to fill the position.

The City of Central Point is a non-discriminatory, equal opportunity employer.