

## **Clerical Pool Recruitment, Selection, & Notification Procedures**

### **Application Process**

All individuals interested in applying for entry level clerical positions with Saginaw County must apply to the Saginaw County Clerical Pool. The Clerical Pool is made up of a collection of applicants who meet the minimum qualifications for entry level clerical positions with Saginaw County. To submit an application, individuals must Contact Kelly Services at (989) 799-5761 and request to be tested for the Saginaw County Clerical Pool. If you have previously been tested by Kelly Services, you must still take the tests, as those administered for Saginaw County differ slightly from the standard test administered by Kelly. Kelly Services is only used for the initial screening of applicants; individuals hired out of the clerical pool are employees of Saginaw County.

If the tests are completed successfully, Kelly will provide applicants with a referral card. That card must be brought to the Personnel Division of the Saginaw County Controller's Office and presented when requesting a County Application. Applications may be filled out at that time or may be taken and returned at a later date. If applications are taken with applicants, the referral card should be retained by the applicant and returned with the other materials.

When the application is returned, the Applicant will become active in the Clerical Pool.

### **Clerical Pool Procedures**

When entry level clerical positions reach the public posting stage, applications already in the clerical pool are screened and sent to the affected Department for their consideration. Attempts are made to match the previous work or educational background of applicants to the needs of the department. For example, if a position were to open at the Health Department, an attempt would be made to see if any applicants in the pool had previous experience working in a Health Department or related medical setting. These applicants would be sent before those of others in the clerical pool who had no medical experience.

### **Length of Stay in Clerical Pool**

Applications remain active in the clerical pool for a period of one year from the date of an individual's initial application. If applicants are no longer interested in clerical positions with Saginaw County during this time frame, they are asked to call (989) 790-5213 to report they are no longer interested. Their application will then be removed from active consideration. Applicants may also call this number at any time to check on their status in the clerical pool.