**8.1 General Provisions:** Vacancies in the classified service shall be filled by recall, promotional appointment, original appointment, or voluntary transfer. Whenever the appointing authority wishes to fill a vacancy, a requisition for an employee shall be submitted to the Chief Examiner on the prescribed form. Insofar as practicable, each vacancy shall be anticipated sufficiently in advance to permit the Chief Examiner to determine who may be available for appointment or if necessary, to establish a class or eligibility list. When vacancies are to be filled by appointment from lists, the lists shall be drawn in the following order:

**A.** Appointment of eligibles from recall lists.

**B.** Appointment of eligibles from entry level, lateral-Washington State-certified, lateral-out of state-certified, CJTC academy-certified entry, or promotional eligibility lists, or from the rehire list.

**8.2 Personnel Requisitions:** Whenever the appointing authority requests to fill a vacancy, a personnel requisition form shall be presented to the Chief Examiner specifying the eligibility list from which the names should be certified, the number of employees desired together with class titles of the vacant positions, and any other information the Chief Examiner may require.

**8.3 Personnel Certification:** Upon receipt of a written personnel requisition, the Chief Examiner shall certify to the appointing authority the names of the five (5) persons highest on the eligibility list to which the vacant position has been allocated. If more than one vacancy is to be filled in the same class, an additional name shall be certified for each additional vacancy. When two or more persons occupy the lowest rank to be certified, the names of all persons occupying that rank shall be certified. The appointing authority will appoint a person or persons from those certified to the vacant position or positions.