

# OKANOGAN COUNTY FIRE DISTRICT 6

## ASSISTANT CHIEF HIRING PROCESS

**Step 1. Completed applications must be mailed or hand delivered only**, and must be **RECEIVED** by 4:00 P.M. Thursday, April 12, 2018. The completed application packets may be mailed to the District at:

**Okanogan County Fire District 6  
PO 895  
WINTHROP, WA 98862**

(OCFD 6 is not responsible for delays caused by the United States Postal Service)

**OR**

Completed application packets may be hand delivered to the Twisp Fire Station between the hours of 9:00 A.M. and 4:00 P.M. Monday through Thursday at:

**434 W 2<sup>nd</sup> AVE  
TWISP, WA 98856**

### IMPORTANT

**Completed Application Packets Will Not Be Accepted Via Electronic Transmission**

The application package must include:

- ◆ A District application form
- ◆ A resume to include all previous employment, education, certification(s), fire department experience including wildland fire experience, and at least 3 personal references, 2 of which must speak to firefighting experience
- ◆ Proof of high school graduation or equivalent (GED)
- ◆ A Driving Record Release form (“Employee or Prospective Employee Request”)
- ◆ A Background Check Release form (“Release Authorization”)
- ◆ A copy of a current First Aid/CPR/AED or higher certification

### **NO EXCEPTIONS FOR THESE REQUIREMENTS WILL BE CONSIDERED**

**Step 2.** After a review of applications and resumes, the most competitive candidates will be invited to participate in an interview process before an oral board. Individuals will be scheduled for this interview sometime during the week of April 23 - 26, 2018.

Applicants must receive 70% or higher from this graded interview in order to continue with the hiring process.

**Step 3.** The District Fire Chief may conduct interviews based on the rankings established as a result of the scores earned during the oral interview process. Based on these interviews the District Fire Chief will select a tentative candidate(s) for the position.

**Step 4.** The successful candidate will be required to complete a medical physical and extensive background check including but not limited to a driving abstract, criminal record check, and verification of previous employment, experience, and references.

**Step 5.** The District Fire Chief will recommend the top candidate(s) to the Fire District Board of Commissioners for final approval and offer of employment.