

## WHAT HAPPENS WHEN YOU APPLY FOR A COUNTY POSITION?

### Lieutenant

1. You must file the *Pierce County Sheriff's Department Personal History Statement*. The *Personal History Statement* must be filed by the closing date of **4:30 p.m. on February 16, 2012**. Application attachments required: **Driver's Check**.
2. Following the closing date, all applications are forwarded to the Screening Committee. The Screening Committee consists of the Affirmative Action Officer, one member of the Finance & Personnel Committee and a representative of the department involved with the job vacancy.
3. The Screening Committee's job is to select candidates for interview who have met the position criteria. Following screening, only those individuals selected for interview will be contacted. No rejection letters will be sent.
4. The interviewees may be subject to a series of tests relevant to the job they are applying for.
5. The Hiring Board conducts the interviews. This committee consists of a member of the Finance & Personnel Committee, a member of the Standing Committee, which oversees the department where the vacancy exists, and a representative from the department. The Hiring Board will also include selected representatives from area law enforcement agencies.
6. Scores for the test and interviews will be compiled to produce a listing of individuals that may be considered for future vacancies. A job offer is contingent upon favorable background checks, physical examination and drug screening.

**THANK YOU FOR YOUR INTEREST IN EMPLOYMENT WITH  
PIERCE COUNTY  
GOOD LUCK WITH YOUR APPLICATION!**