

WHAT HAPPENS WHEN YOU APPLY FOR A COUNTY POSITION?

DRUG COURT COORDINATOR

1. You must file the *Pierce County Employment Application* by the position closing date of **4:30 p.m. on February 29, 2012**. Application attachments required: **Driver's Check**.
2. Within five (5) working days 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 a suitable number of 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. In the case of the department head vacancy, the entire oversight committee and a member of the Finance & Personnel Committee participate in the interviews. No member of the Screening Committee can be on the Hiring Board.
6. Scores for the test and interviews will be compiled to produce the successful candidate. A job offer is contingent upon favorable reference checks.

(For a more detailed procedure refer to the County Personnel Policy)

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