

# *Okanogan County Juvenile Court Services*

*Superior Court of the State of Washington*

PO Box 432 • 227 North 4th Ave. • Okanogan, WA 98840

## **APPLICATION PACKET INSTRUCTIONS AND CHECKLIST**

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ON THE WEBPAGE, YOU WILL FIND THE REQUIRED DOCUMENTS, PLEASE COMPLY FULLY WITH THE INSTRUCTIONS.

UNDER EACH LISTED DOCUMENT:

**1) The Department of Juvenile and Family Services Position Description.**

This document provides a more detailed description of the required and desired qualifications for the position. Please pay particular attention to the required background checks, pre-employment testing, physical fitness ability testing and conditional employment requirements for successful completion of post-employment training and certifications. Sign the Position Description and return it in your packet.

**2) The Okanogan County Application for Employment, with an attached Employment Application Addendum from the Okanogan County Department of Juvenile and Family Services.**

The application and addendum must be completed in their entirety and all requested information must be provided. Questions left unanswered or areas that are blank or incomplete may disqualify the applicant. ***A CURRENT RESUME MUST BE ATTACHED TO THE APPLICATION FORM*** Resumes will not be accepted in lieu of the completed application forms. All applicant disclosure information's and consent/release signatures must be completed or the applicant will be disqualified.

**3) Submit any and all required credentials for the position being applied for (i.e. official transcripts and copies of college degree, high school diploma, etc.). If prior military, please submit a copy of your DD214.**

**4) If applicable, The Physical Ability Testing Waiver of Claim for Injury Form.**

This form requires the applicant to consent to and release the county from liability for the applicants' participation in the physical fitness ability pre-test. **FAILURE TO COMPLETE THIS FORM WILL DISQUALIFY THE APPLICANT.**

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## **Document Completion Checklist**

- The Application Packet Instructions with Checklist.**
- Original Signed copy of the Job Description you are applying for.**
- Original Okanogan County Application filled out “Completely”.**
- A Current Resume and Cover Letter with Complete Job History.**
- Original Addendum from the Okanogan County Department of Juvenile and Family Services.**
- Official transcripts and copies of degree, diploma, etc.**
- If prior military a copy of your DD214.**
- If applicable the Physical Ability Testing Waiver of Claim for Injury Form**

Once you have completed the above documents they must be returned to the Department of Juvenile and Family Services no later than the due date listed on the Job Announcement.

➤ ***Facsimile (Fax) and E-mail responses will not be accepted.***

➤ ***Application Packets received after the due date will be disqualified.***

For further information or questions, please contact Dennis T. Rabidou, Juvenile and Family Services Administrator at (509) 422-7250.