

**OKANOGAN COUNTY FIRE DISTRICT #6**  
**DISTRICT SECRETARY HIRING PROCESS**

**Step 1. Completed applications must be mailed or hand delivered only**, and must be **RECEIVED** by 4:00 P.M. Thursday, March 8, 2024. 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 Winthrop Fire Station between the hours of 9:00 A.M. and 4:00 P.M. Monday through Thursday at:

**33 Horizon Flats RD**  
**Winthrop, WA 98862**

**IMPORTANT**

**No Completed Application Packets Will Be Accepted Via Electronic Transmission**

The application package must include:

- ◆ A Letter of Introduction
- ◆ A District application form
- ◆ A resume to include all previous employment, education, certification(s), and at least 3 personal references.
- ◆ Proof of high school graduation or equivalent (GED)
- ◆ A ‘Driving Record Release of Interest’ form (“Employee or Prospective Employee Request”)
- ◆ A Background Check Release form (“Release Authorization”)

**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, which will take place sometime during the week of April 1-4, 2024

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

**Step 3.** The successful candidate may be required to complete an extensive background check including but not limited to a driving abstract, criminal record check, and verification of previous employment, experience, and/or references.

**Step 4.** The Fire District Chief will recommend the top candidate(s) to the Fire District Board of Commissioners for final approval and offer of employment.