

CIVIL SERVICE JOB OPPORTUNITIES
ARE AVAILABLE TO YOU THROUGH
WASHINGTON COUNTY DEPARTMENT OF PERSONNEL

**IF YOU ARE INTERESTED IN OBTAINING A POSITION
WITH ANY WASHINGTON COUNTY AGENCY, YOU WILL NEED TO:**

- **Be a Washington County Resident (some exceptions may apply)**
- **Review Exam Announcements to determine what positions you are interested in, and more importantly, what positions you qualify for. Exam Announcements are posted in a variety of public locations, to include Post Offices, Village/Town Offices, and County Offices, to name only a few.**
- **Once you have decided to take a particular exam, you will need to submit a Civil Service Application to take the exam, before the final filing date. There is a fee for taking the exam and will range from \$5 - \$20. The amount will be noted on the exam announcement. Some applicants may qualify for the APPLICATION FEE WAIVER. Please read the application fee waiver statement, which is printed on all exam announcements, to determine if you qualify for the waiver.**
- **If the position you are interested in requires a College Education, you will need to submit an official college transcript as proof of your degree. You will only need to do this one time, as Personnel will maintain a copy of your transcript for future exam applications.**
- **Some positions do not require an exam be taken. An example might be a Registered Nurse position, wherein the license associated with that title would serve as the qualifications.**
- **Approximately 6-8 weeks after you have taken the exam, you will receive notice of your score on the exam. Anyone who passed the exam will be placed on an Eligible List. Scores will be ranked from highest to lowest. In the event of a continuous recruitment posting, you will receive your scores as early as the following week.**
- **When vacancies occur, a county agency would be forwarded a list of the top three (3) eligible candidates, and will work its way down from there. This will take place for each and every vacancy. As such, if you do not score in a high position, you may be reachable over the course of the life of the list.**
- **The life of an Eligible list is One (1) year, but can be extended at the discretion of the Personnel Officer.**

**For more information, or to review Exam Announcements,
contact the Washington County Department of Personnel at (518) 746-2250**