

**ADAMS COUNTY, WASHINGTON**  
*An Equal Opportunity Employer*  
**APPLICATION GUIDELINES**

**Applying**

Thank you for your interest! Adams County Department of Public Works accepts applications from qualified individuals for *open* positions only. Application requirements vary, so please read carefully and make special note of any specific requirements for the opening that you are interested in applying for.

If you feel you are qualified for the position, please complete and submit an application in one of the following ways:

Online: Application forms are available online at [www.co.adams.wa.us/departments/public\\_works/employment\\_opportunities.php](http://www.co.adams.wa.us/departments/public_works/employment_opportunities.php) Please note that a PDF viewer is required to view and print PDF files. Adobe Acrobat Reader can be downloaded for free online.

USPS: Adams County Department of Public Works  
210 W. Alder  
Ritzville, WA 99169

Allow sufficient time for the postal service to deliver the materials to Public Works no later than the closing date/time. You may call to confirm receipt at (509) 659-3276.

Email: [publicworks@co.adams.wa.us](mailto:publicworks@co.adams.wa.us)

Fax: (509) 659-3295

Allow sufficient time for materials to arrive at Public Works no later than the closing date/time. You may call to confirm receipt at (509) 659-3276.

In person: During business hours.

6:30 a.m. to 5 p.m. April through October  
7 a.m. to 4:30 p.m. November through March

Application forms must be completed in full – resumes are not accepted in lieu of applications.

**Supplemental Questionnaire**

Answers to the supplemental questionnaire, if included in the announcement, are required

Application forms must be completed in full – resumes are not accepted in lieu of applications.

**Additional Requirements**

Some job announcements require additional materials to be submitted along with the application, such as driving record, license certifications, flagging card, etc. Read the announcement very carefully to be sure you have met these additional requirements.

Application forms must be completed in full – resumes are not accepted in lieu of applications.

### **Application Deadline**

Applications must be completed in accordance with directions in the job announcement. Please read the announcement carefully for specific mailing requirements and deadlines. Applications must be received by the Public Works department by the published closing date if one has been provided.

Misrepresentation and incomplete or inaccurate information and application form will be cause for application rejection, removal from the employment list or discharge from County employment.

Please read carefully the “Recruitment Criteria,” “Selection Criteria,” “Minimum Qualifications,” “Desirable Qualifications and Abilities” and “Required Knowledge and Abilities” listed in the job announcement.

Application forms must be completed in full – resumes are not accepted in lieu of applications.

### **Selection Process**

Your responses on the application form and supplemental questionnaire will be reviewed and evaluated for the quality and quantity of education and/or experience in the areas listed. Applicants whose qualifications most closely correspond to the County's needs will be eligible for further consideration.

Application forms must be completed in full – resumes are not accepted in lieu of applications.

### **Application Status Notification**

All applicants will receive notice indicating the status of the position at the mailing address listed on the application. Allow 4-6 weeks after the closing date to receive the notice.

Applicants who may be invited to participate in further selection processes will be contacted by County personnel, which may occur on short notice. These additional processes may include written, oral, and performance examinations, and/or final interviews.

For any additional information, including detailed job postings or questions you may have, please contact the Adams County Department of Public Works, (509) 659-3276.