GENERAL INFORMATION FOR APPLICANTS

All applicants will receive consideration for employment without regard to age, sex, race, color, religion, creed, marital status, familial status, sexual orientation, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. Unless otherwise stated, the minimum age for entry employment is 18 years.

REASONABLE ACCOMMODATION:
The City of Spokane strives to satisfy all requests for reasonable accommodation from persons with disabilities. Requests for accommodations should be made in advance and should be addressed to the Human Resources Department at 625-6363.

APPLICATION:
All applications must be filed in the Civil Service Office, 4th Floor, City Hall. All questions on the application must be answered completely and accurately. Any application may be rejected for cause and the applicant will be so notified. Any license, degree or other document required by the announcement must be presented at time of application. Any originals or copies of such documents will be returned if so requested by the applicant.

EXAMINATION:
Eligible applicants will receive a notification card indicating time and place of examination, and authorizing admittance to the examination. The names of candidates who have passed the examination will be placed on the eligibility list according to their final score.

VETERAN'S PREFERENCE:
A candidate who attains a passing score on the examination may be awarded additional credit for military service in accordance with state law, provided a claim is made on the application and evidence of such service is furnished.

MEDICAL EXAMINATION:
All persons on original entrance must pass a medical examination by a City designated physician before they may be employed.

APPOINTMENT:
For original entry into City employment, selection will generally be made from the top ten eligibles. The top name must be selected from a uniform promotional list, except for reasonable cause. Selection will be made from either the top three elgibles on a non-uniform promotional list or the top three eligibles from the department that has the vacancy. An eligible passed over for employment five times will be removed from the list. Any appointee who fails to report for duty within four days of employment date will be stricken from the list unless reasonable cause is presented. Declining an appointment will result in removal from an eligibility list. Under certain conditions, eligibles may obtain a waiver of certification.

PROBATION:
Original entrance appointees shall have a probation period of one year; promotional appointees shall have a probation period of six months.

CHANGE OF ADDRESS:
Applicants and those on eligibility lists are responsible for promptly notifying the Civil Service Commission of any address or telephone number change. If any eligible cannot be located because of failure to report change of address, the eligible's name shall be stricken from the eligibility list.

BENEFITS:
Promotions are made by competitive examination; major medical and life insurance policies are available at group rates to employees and families; paid vacation; paid sick leave; paid holidays; social security participation; City retirement program; uniform allowance for certain designated classifications; hazardous duty and/or shift differential pay; tuition reimbursement program.

INFORMATION:
Americans with Disabilities Act and the federal regulations regarding the act and its applicability to the service, programs or activities of the City are available upon request from the Human Resources Department at 625-6363.

ADDRESS:
Civil Service Commission
808 W. Spokane Falls Blvd.
Spokane, WA 99201-3315

PHONE: (509) 625-6160

FAX: (509) 625-6077

24-HOUR JOB INFORMATION LINE: (509) 625-6161

WEBSITE:
www.spokanecity.org

TDD NUMBER:
(509) 625-6681