

APPLICATION REQUIREMENTS

Up-to-date application: All candidates must complete an online application via [Government Jobs](#). Education and work history sections are expected to be updated with accurate information. Applications must include detailed information about your education, training, and work experience. At least ten (10) years of work history must be included on your application. If you do not have ten years of work experience, then the number of years you do have will suffice. Blank sections in the application and responses that state "see my resume" or reference any other attached documents are considered incomplete **and will not be accepted.**

Respond to supplemental questions: Supplemental questions must be answered prior to submitting your application. If your responses do not meet position requirements, RCW requirements, KCSO background standards, or other King County Civil Service requirements, you may be removed from consideration.

King County Sheriff's Office maintains list of [KCSO Automatically Disqualifying \(ADQ\) Behaviors](#). Candidates who have one or more automatically disqualifying behaviors in their background will be disqualified from the recruitment process.

Supplemental questions must be answered and supported by information in your application. Your experience noted in your responses will be verified against your application, such as years in a field. Any inconsistencies may disqualify you.

Include required attachments: It is the candidates' responsibility to review required materials for the position they are applying for. If a resume and/or cover letter is required, it will be noted in the job announcement, and supplemental documents are expected.

KING COUNTY CIVIL SERVICE OVERVIEW

King County Civil Service Commission is independent from KCSO and is responsible for ensuring equitable recruitment and hiring processes are followed for civil service classified positions. The majority of positions in KCSO are classified as civil service. All civil service recruitments will be administered in accordance with the following rules:

- [King County Civil Service Rules](#)
- [RCW 41.14](#)

For more information about King County Civil Service, background requirements, filling vacancies, and appeal rights, please visit our [website](#) and review the [King County Civil Service Rules](#)

- Filing vacancies – CSR 10.3
- Examination Protest and Appeal – CSR 8.5, 8.6 and 8.7
- Appointment Standards and Rejection Appeal Procedure – CSR 10.14