

Applying for Classified Jobs at City of Spokane: What to Expect

Are you new to the application process for City of Spokane? The following information will assist you through the application and testing processes for fulltime, classified positions at City of Spokane.

Classified positions & the Civil Service pathway to employment:

Classified positions are covered by the civil service system, which means that applicants are qualified based on their ability to do the job and their job-related qualifications. The hiring process for these positions involves competitive testing to avoid factors unrelated to the job. This process keeps city jobs open to anyone and helps ensure that City of Spokane has a qualified workforce. You can review all current opportunities at: my.spokanecity.org/jobs/classified/.

Tips for applying:

- Set up an account on Governmentjobs.com. Enter all of your personal information and work history. You can save information and come back to it if you cannot complete this in one session.
- Pay attention to what documents may be required for application and give yourself time to compile them.
- We communicate via email. Please check your email regularly. If you are not receiving emails from our department, make sure to check your spam.

Timelines:

A test for a position does not guarantee that the position is vacant at that time. We create candidate lists that are active for two years. If you pass the test, you will receive your rank on the exam. If there is not an active vacancy, you may be called for an interview within a two-year period.

Tips for timeline:

- Consider searching for opportunities in the public sector while still maintaining a full-time position.
- Ask for next steps and estimated timelines after you submit an application and test for a position.
- Because timelines can vary, we recommend signing up for job notifications. This tool will send you emails on positions that we will be testing for. You will be able to select what types of positions you receive notifications on. You can sign up for this feature here: my.spokanecity.org/jobs/classified/.



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What types of materials will you need?

Depending on the position, you may be required to submit high school and/or college transcripts, references, certifications, etc.

Tips to help you prepare:

- If you have questions on the application process, or what materials may be required for an application, please don't wait until the last minute. Reach out to the Civil Service department as soon as possible. This will give you adequate time to attain the necessary documents you may need.

Taking a Civil Service exam:

Positions are open to all qualified individuals, regardless of their connections or political affiliations. Testing verifies candidates have the qualifications and appropriate skills to perform the jobs they apply for, and positions are earned on the basis of individual merit.

Tips for your exam:

- Don't delay! Once you have submitted your online application, been screened and met the minimum qualifications for a position, you will be able to schedule your in-person exam. If it is an online exam, we encourage starting early in case you have any technical difficulties.

Still have questions? Contact us!

We are here to help you navigate the process.

Email: civilservice@spokanecity.org

Phone: 509.625.6160



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