

Bald Hills Fire Protection District 17

District Secretary Hiring Process

APPLICATION PERIOD

A complete application packet, including a job description and outline of the hiring process, is available from the BHFD17 website: www.baldhillsfire.org, or in person at the district office, 16306 Bald Hill Road SE, Yelm, WA 98597, beginning November 4th, 2024. Completed application packets will be accepted in person at the district office until November 22nd.

APPLICATION SUBMISSION

Completed application packets will be accepted in person at the district office until November 22nd. When submitting their application packets, applicants should be prepared to complete a brief online test for evaluation. Online resources are available during the test, which will be evaluated for their conciseness, accuracy, and completeness.

APPLICATION REVIEW

Completed application packets and online test answers will be reviewed, individually scored, and consensus ranked by a panel. Successful applicants will be recommended to continue to the initial interview panel.

INITIAL INTERVIEW PANEL

Recommended applicants will be asked to return for an initial interview. The interview panel will provide several standard questions to each applicant viewed, with an opportunity for 1-2 clarifying follow up questions. Each applicant will be individually scored, and consensus ranked by the panel.

FORMAL BOARD INTERVIEW

Recommended applicants will be asked to return for a formal, scheduled, interview by the Board of Fire Commissioners (date to be determined). Upon completion of all formal Board interviews, the Board will have the opportunity to decide whether to select one of the applicants or continue the hiring process.