



63 4 Corners Road, Port Townsend, WA 98368

June 2019

Dear Applicant:

Thank you for your interest in the Grants/Procurement Coordinator position. Enclosed is an Application Packet, which includes a complete job description and the application materials to be completed and returned. We must receive your application materials no later than 5:00 PM on Thursday, June 13, 2019. Original application materials must be submitted either by mail to 63 4-Corners Road, Port Townsend WA 98368 or email to dpalmer@jeffersontransit.com. Incomplete applications will be rejected. The following is required to be considered a complete application:

- Resume and cover letter
- Completed JTA Job Application
- Copies of degrees and certifications
- Completed supplemental questionnaire

The selection schedule below is for your use throughout the selection process. You **must make yourself available** on the dates indicated. You will be notified if you qualify for an interview.

- June 13, 2019 – Application packet received by Jefferson Transit
- June 14, 2019 – Selection of candidates advancing
- June 14 – 16, 2019 – Online skills testing (3 tests, 1 ½ - 3 hrs, *depending on applicant*)
- June 19, 2019 – Interviews
- June 20 – 26, 2019 – Background/Reference checks including criminal record check
- July 1 – 3, 2019 – Conditional offer with pre-employment drug test
- July 22, 2019 – First date of employment

Sincerely,

Deb Palmer
Human Resources

Customer Service (360) 385-4777 Administrative Offices (360) 385-3020

www.JeffersonTransit.com