



63 4 Corners Road, Port Townsend, WA 98368

December 20, 2019

Dear Applicant:

Thank you for your interest in the Executive Assistant/Clerk of the Board position. Enclosed is a complete job announcement, application, supplemental questions and job description. We must receive your application materials no later than 5:00pm on Thursday, January 9, 2020. A resume, cover letter, application, supplemental questions and list of references must be submitted in order to consider the application complete. Incomplete applications will be rejected.

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.

- January 9, 2020- Completed resume, cover letter, and references submitted to Jefferson Transit
- January 10-13, 2020 – Online Assessment for applicants advancing
- January 14, 2020 – Interviews
- Drug & Alcohol pre-employment test
- Background/reference checks
- Target first date of employment February 3 – 10, 2020

Sincerely,

*Deb Palmer, Human Resources
Jefferson Transit*

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

www.JeffersonTransit.com