

**Fire Department - Department Assistant II – Exam Plan  
Tumwater Civil Service Commission – 2024**

**Posting 5/10/2024— Closing 5/24/2024 at 5:00 p.m.**

**Phase 1 – Application Review by Subject Matter Experts for minimum qualifications.**

**SME Review – Written Questions rated from 1 (low) – 5 (high) - 40% of Final Score**

<b>Dimensions Scored</b>	<b>Rating Matrix</b>
Technical/paraprofessional Experience	25%
Interpersonal Relations	25%
Record Keeping and Reporting	25%
Organizational Skills	25%
<b>Passing score: 70%</b>	

**Phase 2 – Consultant testing to determine knowledge of office procedures, performing varied clerical, statistical, word processing, database entry duties.**

**Phase 3 – Oral Board**

**Oral Exam– 40 total points – 60% of Final Score**

<b>Dimensions Scored</b>	<b>Weight</b>
Job Related Education & Experience	30%
Team and Service Orientation	30%
Event Management	20%
Software Experience	20%
<b>Passing Score: 70%</b>	

**Final Score – 40% Written Exam, 60% Oral Board Exam, plus veteran's preference points**

**Civil Service Commission – 5/9/2024**

**Chief's Interview Planned Completion – Late June**

**Offer – Early July**