



**CITY OF OMAK
CODE ENFORCEMENT/ANIMAL CONTROL OFFICER
2024 ELIGIBILITY LIST**

CANDIDATE INSTRUCTIONS

1. Review Announcement for Code Enforcement/Animal Control Officer Position Opening
2. Review “Special Requirements” documents paying attention to list of “Automatic Disqualifiers”
3. Complete entire Application from pages 1-17
4. Provide copy of DD214 if remitting the Veteran’s Scoring Criteria Form
5. Sign, date, and notarize the following five documents:
 - ✓ Letter of Understanding
 - ✓ Pre-Employment Investigation Discovery Waiver
 - ✓ Authorization to Release Information
 - ✓ Child Support Declaration
 - ✓ Certification and Penalty
 - ✓ Tax Information Authorization-IRS Form 8821 (**#7 Sign/Date Only**)
6. Return application and notarized statements to the following address by **4:00 PM, January 16, 2023**. Mailed documents must be postmarked no later than that date and time.

City of Omak
ATTN: Civil Service
PO Box 72 2 North Ash
Omak, WA 98841

7. Candidates are encouraged to include a letter of introduction and letters of reference with the required documents.

Questions regarding this documentation can be directed to City Clerk, Connie Thomas, 509-826-1170 or email, clerk@omakcity.com.