



City of Georgetown

Civil Service Process

Fire Department

Police Department

Steps in the Process

- The City of Georgetown implemented the Civil Service process for Firefighters in 2003 and in 2005 for Police Officers.
- The process from testing to hire takes approximately 5 months.



Employment Packet

- All sections of the employment application must be completed and received by the deadline. Failure to complete the application and to submit required documents will result in a removal from the process. All applicants will be notified in writing of their eligibility to test.

Entrance Examination

- The entrance examination is a timed, written examination designed to test the basic knowledge and abilities of each application. All applicants who pass with a 70 or above will proceed to the next phase. The ranking on the eligibility list is established during this phase, all subsequent phases are pass/fail.

Physical Ability Test

- Each applicant who passes the written examination will be required to successfully complete the physical ability test within the required course time. Applicants will have the opportunity to walk through the course and each part will be explained in detail. Pictures from the physical ability test can be viewed in the photo gallery.

- Applicant Screening Packet: After successfully completing the written exam and physical ability test, the applicant screening packet will be issued. The packet must be completed in entirety and all required documents must be returned to Human Resources by the designated deadline.

- Background Investigation: A thorough background investigation is conducted to establish that no Civil Service Rules and Regulations disqualifiers appear, to show evidence of good moral character, a well adjusted personality and a pattern of conduct acceptable to the City of Georgetown Fire and Police Departments.

- Oral Board Interviews: Applicants who successfully complete the background investigation appear before an oral board panel. The applicant will be asked questions designed to demonstrate their knowledge, skills, and abilities.

- Chief's Interview: Applicants who successfully complete all prior phases of the process proceed to the Chief's interview. After this interview, a conditional job offer of employment may or may not be made. Those not receiving a conditional offer will be notified in writing of the reason.

- **Drug Screening:** Applicants offered a Conditional Job Offer will be required to complete a Drug Screening test within 48 hours.

- **Polygraph:** Applicants who successfully complete all phases of the process are required, at the City's expense, to take and pass a polygraph examination

- **Psychological Evaluation:** Applicants who successfully complete all previous phases of the process are required, at the City's expense, to be evaluated by a Psychologist of the City's choosing. The interview is designed to assess the applicant's mental and emotional fitness to function successfully.

- **Medical Assessment:** Applicants who successfully complete all previous phases of the process are required, at the City's expense, to be evaluated by a physician of the City's choosing. The physician will assess each applicant's physical condition to ensure he/she can perform the essential physical job functions required for the position. This is the last phase of the process.



If you have additional questions please
contact Human Resources: 512-930-3639

