



ASSISTANT ENGINEER Job Posting Quincy Headquarters

March 25, 2026

Job Summary:

Assist engineering staff with design, creation, and maintenance of Quincy-Columbia Basin Irrigation District (District or QCBID) construction drawings, as-build drawings, AutoCAD location maps, permitting, and operating the canal.

Position Qualifications:

- Bachelor's Degree in Civil Engineering or related field required
- Engineer-in-Training certificate preferred or ability to obtain within one year of hire
- One (1) year of AutoCAD (or similar computer drafting software) experience required
- Possess and maintain a valid Washington State driver license and insurable driving record required. MVR must be provided as a condition of employment
- Must reside within District boundaries (North-South, approx. Beezley Hills to Hwy 26; East-West, approx. Moses Lake to Columbia River).

Desired Skills & Abilities:

- Ability to prepare plot plans from legal descriptions, survey data, and perform calculations to complete reclassification worksheets required
- Ability to create, interpret, and communicate engineering plans and specifications including open-channel and pipeline hydraulics required
- Ability to generate plans, charts, and graphs using word processing, spreadsheet, and database software required
- Demonstrated project management and problem solving
- Effective oral and written communication skills
- Self-motivated; able to start and complete projects and tasks with minimal supervision
- Excellent interpersonal skills; demonstrated skills in team leadership, project management and problem solving
- Strong computer skills and working knowledge of Microsoft Office (Word, Excel and Outlook)

Compensation: Non-Bargaining wage schedule Level 7 (2026 Step 1, \$37.37/hr-Step 10, \$48.52/hr); WA State PEBB medical & prescription drug, dental, and vision insurance; basic life, AD&D, and long-term disability insurance; paid holidays; paid annual and sick leave; WA State Public Employees Retirement System (PERS); deferred compensation program (DCP) match; commute in District vehicle fringe benefit when on duty during the water season.

Application and complete job description are available by contacting:

QCBID Website: <https://www.qcbid.org/employment>

Online Application: <https://webcorp.com/apply/QCBID/>

Email: humanresources@qcbid.org

OPEN UNTIL FILLED

THIS ORGANIZATION PARTICIPATES IN E-VERIFY





JOB DESCRIPTION

Job Title: Assistant Engineer
Section: Quincy Headquarters
Reports to: District Engineer
FLSA Status: Non-Exempt
Union: No
Safety Sensitive: No
Revision Date: March 20, 2025
Supersedes: July 11, 2023

Job Summary

Assist engineering staff with design, creation, and maintenance of Quincy-Columbia Basin Irrigation District (District or QCBIID) construction drawings, as-built drawings, AutoCAD location maps, permitting, and operating the canal.

Essential Functions, Duties & Responsibilities

To perform the job successfully each essential function of the job must be performed satisfactorily. The following essential functions are activities that, if not performed, would significantly and fundamentally alter the position.

- Assist with design, implementation, and completion of District water conveyance systems (canals, laterals, pump plants, etc.) and construction projects
- Create as-built drawings of pipelines and structures in AutoCAD
- Survey project sites using maps and surveying equipment
- Assist with locating District facilities and Right-of-Way boundaries
- Assist with keeping current records on all new construction and/or modifications to existing facilities
- Assist with utility permits and ownership records
- Assist with maintaining the night and weekend water report, including taking a rotation in the night and weekend canal operation duty during water season, including operation of SCADA Telemetry system
- Represent the District in the community and at professional meetings as required
- Keep current on engineering procedures and methods
- Maintain regular attendance
- Perform duties and responsibilities as required
- Secondary function: other duties as assigned

Supervisory Responsibilities

None

Job Specifications

The following job specifications are representative of the knowledge, skills, abilities, education, and experience required to successfully perform the duties of this position.

Education/Certifications/Licenses

- Bachelor's Degree in Civil Engineering or related field required
- Engineer-in-Training certificate preferred or ability to obtain within one year of hire
- Possess and maintain valid Washington State driver license and insurable driving record required. MVR must be provided as a condition of employment

Experience

- Course work in fluid mechanics, water resources engineering, hydraulic engineering, open channel flow desired
- One (1) year of AutoCAD (or similar computer drafting software) experience required

Knowledge/Skills/Abilities

- Ability to prepare plot plans from legal descriptions, survey data, and perform calculations to complete reclassification worksheets required
- Ability to create, interpret, and communicate engineering plans and specifications including open-channel and pipeline hydraulics required
- Ability to generate plans, charts, and graphs using word processing, spreadsheet, and database software required
- Demonstrated project management and problem solving
- Strong computer skills and working knowledge of Microsoft Office

Other

- Strong interpersonal skills and the ability to work effectively with a wide range of constituents
- Must display a positive, courteous, respectful and tactful manner with supervisor, public and co-workers; promote teamwork
- Effective English oral and written communication skills
- Self-motivated; ability to start and complete projects and tasks with minimal supervision
- Ability to cope well under pressure
- Must promote and follow all District safety policies
- Use strong reasoning skills and take responsibility for self in work environment
- Must pass extensive background check, including criminal history and pre-employment drug screen prior to any final offer of employment
- Must be able to obtain United States Bureau of Reclamation (USBR) SCADA clearance
- Must perform night and weekend duty during the water season (approx. mid-March to mid-October)
- Must live within the District boundaries (approx. north to south, Beasley Hills to Hwy 26; east to west, Moses Lake WA to the Columbia River)

Working Conditions

This position will expose the worker to environmental conditions found indoors in an office setting and outdoors.

- Will occasionally be exposed to extreme temperature, weather and environmental conditions
- Will occasionally be exposed to hazards such as rapidly moving water, moving parts, rotating blades, electrical current, etc.
- Will occasionally be exposed to loud environments and vibration from equipment
- Will occasionally be exposed to dust, dirt, fumes, vapors and other pollutants
- Will rarely be exposed to or in proximity to caustic chemicals and/or solvents
- Will frequently be exposed to inherent hazards such as slipping, tripping, falling, vehicle accidents, etc.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit, stand, walk, reach, bend/stoop, twist, talk and hear frequently and for long periods
- Must be able to crouch, kneel, crawl and reach occasionally
- Must be able to lift and move up to 10 lbs. frequently, 25 lbs. occasionally and 50 lbs. rarely
- Must be able to grip, grasp and handle objects consistently
- Must have manual dexterity to operate a motor vehicle, personal computer, survey, and safety equipment
- Must be able to communicate in English, both orally and in writing
- Must be able to see things at close range as well as detect differences between colors
- Must be able to navigate over and through a multitude of surfaces (i.e.: cement surfaces, dirt, gravel, steep banks, etc.)
- Must be able to drive in all weather conditions

Compensation

Wage: Level 7, Non-Bargaining Wage Schedule (2025 Step 1, \$35.93/hr. – Step 10, \$46.65/hr.)

Benefits:

- Medical and PEBB prescription drug, dental, and vision insurance effective first of month following date of hire, choice of:
 - Medical/prescription drug: Uniform Medical Plan (UMP) Classic, Select, or Consumer-Driven Health Plan (CDHP) with Health Savings Account (HSA)
 - Dental: Uniform Dental Plan, Delta Care, or Willamette Dental Plan of WA, Inc.
 - Vision: MetLife Vision, EyeMed Vision Care, or Davis Vision by MetLife
- District paid basic life, AD&D, and long-term disability insurance effective first of month following date of hire
 - Supplemental employee paid voluntary life and AD&D insurance available
- Paid Sick Leave (accrual begins date of hire, eligible to use immediately)
- Paid Annual Leave (accrual begins date of hire, eligible to use immediately)
- Paid Holidays (eligible 30-days after date of hire)
- Washington State Public Employees Retirement System (PERS)
- Washington State Deferred Compensation Program (DCP) match
- Commute in District vehicle fringe benefit when on duty during the water season

This is a full-time position based in at QCBID Headquarters in Quincy, Washington. Normal office hours are 7:30am-4:00pm, Monday-Friday. During the water season (mid-March to mid-October) weekend stand-by, emergency call-out duty, and occasional overtime is required. Travel outside the District to attend conferences and/or trainings may be required.

Quincy-Columbia Basin Irrigation District is an Equal Opportunity Employer. This organization participates in E-Verify.

Employment at Quincy-Columbia Basin Irrigation District is at-will. Neither this job description, nor any other QCBID document, grants any contractual right, either expressed or implied, to remain in the employment of the District; nor does it guarantee any fixed terms and/or conditions of employment. Employment is not for any specific time and may be terminated at will, with or without cause, and without prior notice by QCBID, or you may resign for any reason at any time.

Education/Certifications/Licenses

- Associate of Arts degree in Engineering or related field required
- Bachelor's Degree in Civil Engineering or related field desired
- Engineer-in-Training certificate preferred or ability to obtain within one year of hire
- Possess and maintain a valid Washington State driver license and insurable driving record required. MVR must be provided as a condition of employment.

Experience

- Three (3) years of AutoCAD experience required
- Three (3) years of GIS experience preferred

Knowledge/Skills/Abilities

- Ability to prepare plot plans from legal descriptions, survey data, and perform calculations to complete reclassification worksheets required
- Ability to create, interpret, and communicate engineering plans and specifications including open-channel and pipeline hydraulics required
- Ability to generate plans, charts, and graphs using word processing, spreadsheet, and database software required
- Demonstrated project management and problem solving
- Strong computer skills and working knowledge of Microsoft Office (Word, Excel and Outlook)

Other

- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies
- Must display a positive, courteous, respectful and tactful manner with supervisor, public and co-workers; promote teamwork
- Effective oral and written communication skills
- Self-motivated; ability to start and complete projects and tasks with minimal supervision
- Ability to cope well under pressure
- Must promote and follow all District safety policies
- Use strong reasoning skills and take responsibility for self in work environment
- Must pass extensive background investigation, including criminal history and pre-employment drug screen prior to any final offer of employment
- Must obtain USBR SCADA clearance
- Must perform night and weekend duty during the water season (approx. mid-March to mid-October)
- Must live within the District boundaries (approx. north to south, Beasley Hills to Hwy 26; east to west, Soap Lake WA to the Columbia River)

Working Conditions

This position will expose the worker to environmental conditions found indoors in an office setting and outdoors.

- Will occasionally be exposed to extreme temperature, weather and environmental conditions
- Will occasionally be exposed to hazards such as rapidly moving water, moving parts, rotating blades, electrical current, etc.
- Will occasionally be exposed to loud environments and vibration from equipment
- Will occasionally be exposed to dust, dirt, fumes, vapors and other pollutants
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- Must be able to crouch, kneel, crawl and reach occasionally
- Must be able to lift and move up to 10 lbs. frequently, 25 lbs. occasionally and 75 lbs. rarely
- Must be able to grip, grasp and handle objects consistently
- Must have manual dexterity to operate a motor vehicle, personal computer, survey, and safety equipment
- Must be able to communicate clearly, both orally and in writing
- Must be able to see things at close range as well as detect differences between colors
- Must be able to navigate over and through a multitude of surfaces (i.e.: cement surfaces, dirt, gravel, steep banks, etc.)
- Must be able to drive in all weather conditions

Compensation

Wage: Level 6, Non-Bargaining Wage Schedule

Benefits:

- Medical, dental, vision and prescription drug insurance effective first of month following date of hire. Choice of
 - PEBB Uniform Medical Plan, or
 - PEBB Consumer-Driven Health Plan (CDHP) with Health Savings Account (HSA)
- District paid basic life, AD&D, and long-term disability insurance effective first of month following date of hire
 - Additional voluntary life and AD&D insurance available
- Paid Sick Leave (accrual begins date of hire, eligible to use immediately)
- Paid Annual Leave (accrual begins date of hire, eligible to use immediately)
- Paid Holidays (eligible 30-days after date of hire)
- Washington State Public Employees Retirement System (PERS)
- Washington State Deferred Compensation Program (DCP) match

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Quincy-Columbia Basin Irrigation District

1720 Central Avenue S • PO Box 188
 Quincy, WA 98848
 Phone (509) 787-3591 • Fax (509) 787-3719 fax



Application Date	Month	Day	Year	Position applied for (list specific position)	This application is for: <input type="checkbox"/> Full Time <input type="checkbox"/> Temporary <input type="checkbox"/> Summer
Name	Last			First	M.I.
Physical Address	Street or PO Box			City/State	Zip Code
Mailing Address (if different than physical address)	Street or PO Box			City/State	Zip Code
Telephone	Best Contact Number			Message Number	
Email Address					
What section(s) are you willing to work in? <input type="checkbox"/> Quincy Headquarters <input type="checkbox"/> Royal					
What hours/days are you available to work?				When would you be available to begin work?	
Have you previously been employed by QCBID? <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, GIVE DATES)				Have you previously applied to QCBID? <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, GIVE DATES)	
Are you related to any current QCBID employee(s) (spouse, parents, children, siblings, step-relatives, and in-laws)? <input type="checkbox"/> YES <input type="checkbox"/> NO					
If yes, indicate name of individual & relationship:					
Are you at least 18 years of age? <input type="checkbox"/> YES <input type="checkbox"/> NO				Are you legally eligible to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO QCBID participates in E-verify.	
How did you hear about this position?				Specify Source: (Name of newspaper, website, employee, etc.)	
				<input type="checkbox"/> Referral from current QCBID Employee <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Website/Online Job Board <input type="checkbox"/> Walk-in <input type="checkbox"/> Other	

EDUCATIONAL & TRAINING RECORD

Give your complete educational history below. For any position, proof of education may be requested for employment.

High School	Name of School	City & State	Graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> G.E.D.		
Vocational School	Name of School	City & State	Graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No		Graduation Date or Last year attended _____
Major		Minor	<input type="checkbox"/> Certificate <input type="checkbox"/> Diploma		
College	Name of School	City & State	Graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No		Graduation Date or Last year attended _____
Major		Minor	Degree(s)		
Other Courses / Certifications Completed	Name and Addresses of School/Institute				
Course and/or Certification Title			Certificate or Diploma: <input type="checkbox"/> Yes <input type="checkbox"/> No		Date Completed
Other Courses / Certifications Completed	Name and Addresses of School/Institute				
Course and/or Certification Title			Certificate or Diploma: <input type="checkbox"/> Yes <input type="checkbox"/> No		Date Completed

LICENSE INFORMATION

Do you have a valid Washington State Driver's License? <input type="checkbox"/> YES <input type="checkbox"/> NO	Driver's License number:
Do you have any Department of Motor Vehicle imposed restrictions on your driving privileges? <input type="checkbox"/> YES <input type="checkbox"/> NO	Driver's license expiration date:

EMPLOYMENT RECORD

List employment for the past **10 years or 3 employers, whichever is greater** (use additional pages if necessary). Begin with most recent and include self-employment and military service. This application must be filled out completely for employment consideration.

WE MAY CONDUCT REFERENCE CHECKS DIRECTLY FROM INFORMATION PROVIDED IN THIS SECTION

Employer Name		Phone	Employment Dates	
Address (Street and Mailing)			From	To
City	State	Zip	Reason for Leaving	
Job Title	Immediate Supervisor		<input type="checkbox"/> VOLUNTARY <input type="checkbox"/> DISCHARGED	
Primary Responsibilities				

Employer Name		Phone	Employment Dates	
Address (Street and Mailing)			From	To
City	State	Zip	Reason for Leaving	
Job Title	Immediate Supervisor		<input type="checkbox"/> VOLUNTARY <input type="checkbox"/> DISCHARGED	
Primary Responsibilities				

Employer Name		Phone	Employment Dates	
Address (Street and Mailing)			From	To
City	State	Zip	Reason for Leaving	
Job Title	Immediate Supervisor		<input type="checkbox"/> VOLUNTARY <input type="checkbox"/> DISCHARGED	
Primary Responsibilities				

Employer Name		Phone	Employment Dates	
Address (Street and Mailing)			From	To
City	State	Zip	Reason for Leaving	
Job Title	Immediate Supervisor		<input type="checkbox"/> VOLUNTARY <input type="checkbox"/> DISCHARGED	
Primary Responsibilities				

JOB APPLICATION AGREEMENT

Read carefully before signing

I hereby give Quincy-Columbia Basin Irrigation District and their recruitment agent the right to make a thorough investigation of my present and/or past employment, personal background, work history, criminal record and credit history (if applicable to the position). I release from all liability all persons, companies, and corporations supplying such information. I indemnify and hold harmless Quincy-Columbia Basin Irrigation District and their recruitment agent against any liability, which might result from making such investigation. I understand that any false answer or statements on this form or on other required documents may result in denial of employment or discharge.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Quincy-Columbia Basin Irrigation District and myself for any term of employment or employment benefit or procedure. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon Quincy-Columbia Basin Irrigation District.

I agree that should an offer of employment be extended to me, this offer will be contingent on completing a pre-employment drug test, a physical examination (if required for the position), criminal background check and a current employer reference. I recognize that a final offer of employment is contingent upon satisfactory results of the above. I understand, also, that I am required to abide by all rules and regulations of the District, as permitted by law.

This certifies that this application was completed by me and that all entries on it and information in it are true and complete to the best of my knowledge.

I acknowledge that Quincy-Columbia Basin Irrigation District participates in E-Verify.

Applicant Signature

Date

Applicant Name (Please Print)

Quincy-Columbia Basin Irrigation District is an Equal Opportunity Employer.

FOR EMPLOYMENT

FAIR CREDIT REPORTING ACT DISCLOSURE FOR THE PROCUREMENT OF CONSUMER REPORTS

Quincy-Columbia Basin Irrigation District may request consumer reports, as defined by the federal Fair Credit Reporting Act, on you from a consumer reporting agency in connection with your employment application and for employment purposes. A consumer report is a compilation of information that might affect your employability. These reports may contain information about your character, general reputation, personal characteristics and mode of living. The reports may also contain information about you relating to your criminal history, credit history, driving and/or motor vehicle records, education or employment history, or other background checks.

THE SCREENING WILL BE CONDUCTED BY AN OUTSIDE AGENCY:

AcraNet
521 W Maxwell Ave
Spokane WA 99201
(800) 304-1249

Applicant Acknowledgement of Disclosure:

Printed Name: _____

Signature: _____

Date: _____

ACRA Net

Exhibit A-4 Notice for Applicant/Employee

'Notice of Intent' and 'Authorization' to Obtain an Investigative Consumer Report for Employment or Other Legitimate Permissible Purposes

The undersigned applicant/employee is hereby notified that Quincy-Columbia Basin Irrigation District may obtain an investigative consumer report for employment purposes through ACRA Net. Such report may include information as to character, general reputation, history of criminal convictions, employment, education, professional license, credit and/or driver's record history. Applicant/employee acknowledges that he/she is herein informed of his/her right to request within a reasonable period of time after receiving this notice, a complete and accurate disclosure of the nature and scope of the investigation requested.

Such disclosure will be mailed or otherwise delivered to applicant within five days from the date of the applicant/employee's request for disclosure or such report was first requested by employer, whichever is the later. Applicant/employee further authorizes the above named company to obtain an investigative consumer report through ACRA Net for employment purposes at this time or anytime during the applicant/employee's tenure with employer.

I (Applicant/employee) am currently a resident of the state of California, Oklahoma or Minnesota: **Yes** **No**

If yes, by state statute, I may receive a free copy of the report being prepared in association with this employment screening investigation and a copy of my corresponding rights as a consumer. These documents will be mailed to me at the address indicated on this authorization form within 24 hours of completion. Please provide me a copy of my credit report as indicated above

Print Full Name: _____

Maiden/Former Name/Alias (list all): _____

Current Address: _____ **County:** _____

City: _____ **State:** _____ **Zip:** _____ **Dates:** _____

Previous Address: _____ **County:** _____

City: _____ **State:** _____ **Zip:** _____ **Dates:** _____

Other States of Residency (last 10 years): _____

Social Security Number: _____ **Date of Birth:** ____/____/____

(In order for factual information to be obtained & reported, your date of birth and social security number are requested. This information is used solely for verification purposes in compliance with the Fair Credit Reporting Act.)

Driver's License Number: _____ **State of Issue:** _____

NOTE: Check box indicates this position requires an employment credit report due to law, fiduciary responsibilities or access to cash, valuables or sensitive consumer records. Signature acknowledges acceptance of this requirement.

Signature: _____ **Date:** _____

NOTE: The above information and attached exhibits are presented to assist you in compliance with the revised federal Fair Credit Reporting Act. They represent our understanding and interpretation of the amendments which became effective September 30, 1997 and November 2, 1998. ACRA Net Incorporated does not intend for this information and the related attachments to be construed as legal advice. We urge all subscribers to review their procedures and documents with their respective legal counsel.

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>

NOTICE – BACKGROUND INVESTIGATION

WASHINGTON STATE RESIDENTS

Washington State Residents or Employees – this summary of the provisions of the Washington State Fair Credit Reporting Act (WFCRA) is being provided to you pursuant to state law. The WFCRA is designed to promote accuracy, fairness, consumer confidentiality and the proper use of credit data by each consumer reporting agency (CRA) in accordance with the requirements of the WFCRA.

The WFCRA is modeled after, and generally provides the same rights as, the federal Fair Credit Reporting Act (FCRA) (15 U.S.C. § 1681 *et seq.*) A summary of your rights under the FCRA is available at http://files.consumerfinance.gov/f/201504_cfpb_summary_your-rights-under-fcra.pdf.

The complete text of the WFCRA RCW 19.182, can be obtained from the Washington Code Revisers Office, P.O. Box 40551, Olympia, WA 98504, or online at <http://apps.leg.wa.gov/rcw/default.aspx?cite=19.182&full=true%20-%2019.182.070>. One significant distinction between the FCRA and the WFCRA is that in Washington, an employer may not obtain a consumer report that indicates the consumer's credit worthiness, credit standing, or credit capacity, unless (1) the information is substantially job related and the employer's reason(s) for using the information are disclosed in writing, or (2) the information is required by law.

The following is a summary of your major rights under the WFCRA:

- **You will be required to provide proper identification before reviewing your consumer file.** Proper identification may include your Social Security number. You may request to review your file at any time. A CRA will make disclosures of your file available to you during normal business hours and on reasonable notice. File disclosures may be done in person or by telephone, if you have made a written request and pay the toll charge, as applicable, or by any other reasonable means. A CRA will provide trained personnel to explain to you any information in your consumer report. Upon request, and proper identification, you may be permitted to bring one additional person with you to review your consumer file. If the CRA provides you with a credit score, the agency will also provide you with an explanation for that credit score.
- **You have a right to know what is in your file.** Upon proper identification, you may request and obtain all the information about you in the CRA's files, although medical information may be withheld, and instead will be disclosed to a health care provider of your choice. Your health care provider may disclose your medical information to you directly. Your file disclosure will include all items of information the CRA maintains about you, including sources of information (except sources acquired solely for use in an investigative report). The file will also identify each person who procured your consumer report for employment purposes during the two-year period preceding your request, or any person who procured your report for any other purpose within the six-months prior to your

request. When applicable, a record of inquiries the CRA received identifying you in a credit transaction that was not initiated by you in the six-months prior to your file disclosure request. Each of these records will include the name of the person or trade name of the business that sought your consumer file, and upon your request, their respective addresses.

- **You are entitled to one free consumer report every 12 months, upon request.** In many cases, your file disclosure will be free. You may be charged a limited fee for a second or subsequent report requested by you during a 12 month period. You will also not be charged for:
 - a consumer report if a person has taken adverse action against you because of information in your report;
 - the reinvestigation of information you dispute; or
 - corrected reports resulting from the deletion of inaccurate or unverifiable information.
- **You must be told if information in your file has been used against you.** If a person takes an adverse action against you that is based, in whole or in part, on information contained in a consumer report, that person must tell you (usually, through a written notice), and must give you the name, address, and telephone number of the CRA that provided the information.
- **You have a right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and you notify the CRA directly of the dispute, the CRA will reinvestigate without charge and record the current status of the disputed information before the end of thirty business days, unless your dispute is frivolous. Upon completion of the reinvestigation, within five business days of the CRA's decision, the agency will provide you notice in writing or through another authorized means, of the results of the reinvestigation. If the CRA determines that your dispute is frivolous the agency will inform you of that determination, along with its reasons, and your rights under the WFCRA within five business days.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Upon completion of the reinvestigation, if the information you disputed is found to be inaccurate or cannot be verified, the CRA must delete the information and notify you of the correction. Information that has been found to be inaccurate will not be reinserted into your consumer file, unless the furnisher of the information verifies the accuracy and completeness of that information. In such circumstances, you will be notified, within thirty business days that the information is being reinserted into your file. If the reinvestigation does not resolve your dispute, you may file with the CRA a brief statement (that may be limited to 100 words) setting forth the nature of your dispute. The statement will be placed in your consumer file and in any subsequent report containing the information you disputed.
- **You have the right to request that users of your consumer report be notified of any disputed information they previously received within the statutory time frame.** After certain disputed information has been deleted or you have filed a statement of dispute, you

may request that the CRA provides notification of that deleted item or item of dispute to any person you designate who has, within two years received your consumer report for employment purposes, or who has within six months received your report for any other purpose, if the furnished report contained the deleted or disputed information.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a CRA may not report negative information that is more than seven years old, or bankruptcies that are more than ten years old.
- **You have the right to advanced disclosure of any fees.** Any charges for file disclosures or other requested actions to be taken by the CRA must be disclosed to you before the information is provided or the action is taken.
- **Access to your file is limited.** A CRA may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, court or government agency, or in accordance with your written instructions.
- **You must be notified if reports are provided to employers.** A CRA may not give out information about you to employers without your knowledge. A potential employer must make a clear and conspicuous disclosure in writing to you or obtain your consent before obtaining a report. A current employer may not receive a report unless it has given you written notice that reports may be used for employment purposes.
- **You must be notified in writing if a person seeks an investigative consumer report about you.** An investigative consumer report may include information as to your character, general reputation, personal characteristics, and mode of living. Within a reasonable period of time after receiving such notice, you may request, in writing, a disclosure as to the nature and scope of the investigation requested—which will be delivered to you within five days of your request.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** You may elect not to receive unsolicited “prescreened” offers for credit and insurance by using the CRA’s notification system to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may place a security freeze on your credit report.** Under certain circumstances, you may request that a security freeze be placed on your credit report to prevent it from being shared with potential creditors or insurance companies when making determinations related to your eligibility for credit.
- **You may be able to block information resulting from identity theft from appearing on your credit report.** If you are a victim of identity theft, certain CRAs must permanently block misinformation resulting from that theft from appearing on your credit report. You must provide the CRA with a copy of a police report as evidence of your claim before it can place the block on your report.

- **You may seek damages from violators.** If a CRA, a user of consumer reports, or a furnisher of information to a CRA violates the WFCRA, and you have a legal basis for a claim under the WFCRA, you may be able to bring a legal action in court to assert your rights under the WFCRA. The applicable statute of limitations is specified in Wash. Stat. § 19.182.120—which is generally two years from the date the cause of action accrued. Consumers who prevail on claims to enforce the WCFRA may obtain actual damages, monetary penalties, reasonable attorneys’ fees, costs, and other relief.

For questions or concerns regarding the WFCRA, please contact:

Office of the Attorney General
Consumer Protection Division
800 5th Avenue, Suite 2000
Seattle, Washington 98104-3188
Phone 1-800-551-4636 or (206) 464-6684
Statewide Toll-Free TDD: 800-833-6388

Any complaints by consumers under state law may be directed to:

The Attorney General’s Office via U.S. Mail or Online.
Information and forms related to filing a consumer complaint can be found at:
<http://www.atg.wa.gov/FileAComplaint.aspx>
Additional information about consumer issues can be found at:
<http://www.atg.wa.gov/consumer-issues>