

# OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATIONS FOR:



*AN EQUAL OPPORTUNITY EMPLOYER*

## CONTINUOUS RECRUITMENT

**DATE OF ISSUE:** March 7, 2000

**NO.:** M5-00

### CLASSIFICATION TITLE

Customer Service Clerk

Information Clerk

(City of Canton Service/Safety Departments)

**2007**

### RATE

Step 1 - \$11.16

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## FILING OF APPLICATION

Application must be made on the regular application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Avenue SW, Canton, OH, or application may be downloaded from the City of Canton web site [www.cityofcanton.com](http://www.cityofcanton.com) by clicking on "E Z Search" and then "Jobs". A copy of State of Ohio Driver's License must be submitted with completed application.

## EXAMINATION

Knowledge in general clerical work which shall have involved typing, filing and completion of a standard high school course with business school training highly desirable; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

## TYPING TEST QUALIFICATION

The test will be given at frequent intervals. A typing exercise will be offered first. You must successfully pass the typing test with a score of 70% (40 wpm) to be eligible to continue with the rest of the exam. If you do not pass the typing test, you may be retested but will have to wait a period of at least 30 days. The rest of the examination will consist of general knowledge questions on clerical practices to include: English Usage, Office Procedures, Punctuation and Capitalization, Letter Writing Techniques, Math, Proofreading, Reading Comprehension and other related areas. The written and typing examinations will each count 50% of the total grade. A 70% passing point will be used.

To be eligible for the positions under this examination, applicants must show that they are a reliable worker and must be a United States Citizen or have legally declared their intention of becoming a citizen. Applicants may be required to take a physical examination by a licensed physician.

## RATING

Upon completion of the examination process, candidates who receive a passing score will be placed on the eligibility list in accordance with your score.

**\*\*\*\* NOTICE OF DRUG TESTING REQUIREMENT \*\*\*\***

Pursuant to Civil Service Rule IV (5), applicants are hereby advised that positions of employment covered by this examination are declared to be "Safety Sensitive". Accordingly, eligibility is not considered final until drug testing has been successfully completed with a negative result. Applicants who refuse to submit to drug testing, or who submit and fail such testing, will be removed from all safety sensitive eligibility lists upon which their name appears for a period of one (1) year or until the eligibility list(s) expires, whichever is shorter. Reinstatement to eligibility lists shall be contingent upon successful passage of drug testing under the Commission's control at applicant expense.

**\*\*\*\* IMPORTANT NOTICE TO VETERANS \*\*\*\***

Candidates who are Honorably Discharged veterans having served more than 180 consecutive days on active duty and present their DD-214 Form - long version AT THE TIME OF APPLICATION will receive 20% additional credit, provided they make a passing grade. Documentation received after the filing deadlines will not be eligible for bonus point award. Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers by the application deadline if bonus credit is to be claimed.

**CITY RESIDENCY BONUS**

Applicants who have resided within the Canton City limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit, provided they make a passing score.

**THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.**

**EQUAL EMPLOYMENT**

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability, or any other non-merit factor.

**ADMITTANCE TO EXAMINATION - IDENTIFICATION REQUIRED**

Candidates who have been accepted to the examination will be admitted to the test site only upon presentation of their valid State of Ohio Drivers' License or other valid photo-identification card satisfactory to the examiners. **PERSONS UNABLE TO PRESENT PHOTO-IDENTIFICATION WILL NOT BE EXAMINED.**

**DUTIES**

Performs varied general clerical tasks and related work as required.

**BY ORDER OF THE CANTON CIVIL SERVICE COMMISSION**

**Samuel J. Sliman, Administrator**

