

Canton City Hall, Third Floor  
218 Cleveland Avenue, S.W.  
P.O. Box 24218  
Canton, Ohio 44701-4218  
Hours: 8:00 a.m. - 5:00 p.m.

**CIVIL SERVICE COMMISSION**  
**CITY OF CANTON, OHIO**  
Phone: (330) 489-3360  
FAX: (330) 580-2059

# OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

## ANNOUNCES

COMPETITIVE MERIT EXAMINATIONS FOR:

*AN EQUAL OPPORTUNITY EMPLOYER*

DATE OF ISSUE: **September 18, 2008**  
NO.: **BE4-08**

CLASSIFICATION TITLE  
**LEARNING RESOURCE CENTER  
TECHNICIAN  
(Canton Board of Education)**

STARTING HOURLY RATE  
**\$12.30**

### FILING OF APPLICATION

Application must be made on the special closed or 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 open application may be printed from [www.cityofcanton.com](http://www.cityofcanton.com) by clicking on "E Z Search" and then "Jobs". Application, current resume and driver's license copy must be on file before **Friday, October 24, 2008 at 5:00 p.m.**

### EXAMINATION - WEDNESDAY, OCTOBER 29, 2008

**CHECK-IN:** 5:30 p.m.  
**TIME:** 5:45 p.m.  
**LOCATION:** Canton Memorial Civic Center Main Arena, 1101 Market Ave. N., Canton, OH 44702  
**SCOPE:** Questions on Learning Resource Center Technician duties to include Dewey Decimal System, Filing, Number Verification, English Usage, and other related areas. A 70% passing point will be used.

Subsequent to the written examination, those applicants who pass the examination will be required to take a typing test. **APPLICANTS MUST ALSO PASS THE TYPING EXAMINATION WITH AT LEAST 40 WPM TO BE ELIGIBLE.**

For those applicants who pass both portions of the examination, the written portion will count as 80% of the grade, and the typing portion will count as 20% of the grade.

This is a **combined promotional** and **open** examination. To be eligible for the promotional examination, applicants must be working for the Canton Board of Education in the classified **SECRETARIAL-CLERICAL CLASSIFICATION SERIES**, and have completed their probationary period on or before October 24, 2008. Applicants for the open examination must show that they are a reliable worker and must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen. All applicants must be a high school graduate or possess a G.E.D. Keyboarding experience is required. Applicants may be required to take a medical examination.

Since this position of employment is in a school setting, all applicants **MUST** be able to demonstrate that they are responsible to the community by setting an appropriate example to the students. In this regard, applicants **MUST NOT** have been convicted of a felony in this, or any other state nor may they be habitual abusers of alcohol or drugs. Under the authority granted by Ohio Revised Code 3319.311, the Canton City Schools are required to do a background check to the Bureau of Criminal Identification and Investigation for records on employment candidates.

### **\*\*\*\* 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 deadline of Friday, October 24, 2008** 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.

**RESIDENCY BONUS**

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

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

**ADMITTANCE TO EXAMINATION - IDENTIFICATION REQUIRED**

Applicants who have been accepted for the examination will be admitted to the test site only upon presentation of their valid State of Ohio Driver's License or other valid photo identification card to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

**RATING**

Applicants for the promotional examination will receive, in addition to a passing score, credit for job seniority. Applicants for the open examination will receive, in addition to a passing score, bonus credit for Veterans' preference and School District Residency.

Upon completion of the examination process, candidates who receive a passing score will be placed on the appropriate list (promotional or open) of eligibles. Once the list has been established your name will remain on the list of eligibles for a period of two (2) years.

**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.

**DUTIES**

Performs librarian and clerk duties to include arranging materials, audio-visual equipment, filing, typing and other related work as required by supervision.