

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 EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: **May 24, 2013**
NO: **BE5-13**

CLASSIFICATION TITLE
BOOKKEEPER
(Canton Board of Education)

STARTING HOURLY RATE
\$12.44

FILING OF APPLICATION

Application must be made on the open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH, 44702, or application may be printed from City of Canton website www.cantonohio.gov under "City Government" click on "City Services" and then on "Civil Service". Application, driver's license copy, current resume and any other documentation pertaining to this position must be mailed or brought to the office no later than Friday, June 14, 2013 at 4:00 p.m.

WRITTEN EXAMINATION – TUESDAY, JUNE 18, 2013

CHECK-IN: 5:00 p.m. (no applicant will be admitted after 5:00 p.m.)
LOCATION: McKinley Senior High School Cafeteria, 2323 – 17th St. NW, Canton, OH 44708
SCOPE: Written questions on the Bookkeeper Examination to include: number verification; coding; basic computer knowledge; problem solving; bookkeeping and accounting; general computer and data processing knowledge; tabular interpretation and other job-related subjects. A 70% passing point will be used.

CALCULATOR EXAMINATION

This will be a two-part examination consisting of a calculator examination and a written examination. Subsequent to the written examination, those applicants who pass the written examination will be notified of when to report for their calculator examination.

The written examination will then count as 90% of the total grade, and the calculator examination will count as 10% of the total grade.

THE USE OF BATTERY POWERED, NON-PRINTING CALCULATORS DURING THE EXAMINATION WILL BE PERMITTED.

This is an open examination. 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 citizen.

MINIMUM ACCEPTABLE TRAINING & EXPERIENCE

Acceptable training and experience must include graduation from high school or equivalent (G.E.D.), **bookkeeping training and at least one (1) year bookkeeping or related financial work experience is required.** Typing, Microsoft Word, Microsoft Excel and work experience in computer data entry and/or data processing is highly desirable.

Since this position is for employment 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.

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 PHOTO IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

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

Upon receiving a passing score, a twenty (20%) bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of the national guard or reserve component of the armed forces of the United States who has completed more than 180 days of active duty service (ORC 124.23 C) Applicant must submit a certificate of service or honorable discharge (Form DD-214) before the filing deadline of June 14, 2013 to receive the bonus credit. 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

Applicants who have resided within the Canton City School District 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%.

RATING

Upon completion of the examination process, candidates who receive a passing score will be placed on the eligibility list for a period of one (1) year in accordance with your score. Preference in employment will be given in accordance with your final ranking.

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 bookkeeping duties related to the financial records of the Canton City Schools. Assists in the preparation of State and Federal reports, accounts payable, accounts receivable, bank and financial statements and the annual budget. Operates standard office equipment including calculator, personal computer and financial computer software. Performs other related duties as required by supervision.

**BY ORDER OF THE CANTON CIVIL SERVICE COMMISSION
Samuel J. Sliman, Administrator**