

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
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OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: July 19, 2012
NO: M14-12
(CORRECTED)

CLASSIFICATION TITLE
OFFICE MANAGER, NURSING DIVISION
(Canton City Health Department)

STARTING SALARY
\$40,047

FILING OF APPLICATION

Application must be made on the special closed or regular 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 www.cantonohio.gov under "City Government" click on "City Services" and then on "Civil Service". Application may be mailed or brought to the office, making sure that all necessary documentation is included. Application, clear copy of current driver's license, resume and unofficial college transcripts required with completed application and must be on file no later than Friday, August 10, 2012 at 4:00 p.m.

WRITTEN EXAMINATION, Tuesday, August 14, 2012

EXAM: 5:00 p.m.
LOCATION: McKinley Senior High School Cafeteria at 2323 17th St. NW Canton, OH 44708
SCOPE: The written portion of the examination will include questions involving knowledge of public relations, reading comprehension, information processing, budget/governmental accounting, basic math, English usage and other related areas. A 70% passing point will be used.

This is a combined open and closed examination. The closed examination is limited to Canton City Health Department employees who have completed their probationary period by the filing deadline of Friday, August 10, 2012. In order to be eligible for the open examination, all applicants must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen and have no felony convictions.

ACCEPTABLE TRAINING AND EXPERIENCE

Associate Degree in business or related field with a certificate in medical billing/coding or three (3) years of related medical billing/coding experience; Supervisory experience preferred; current Canton City Health Department employee classified range four (4) or above with at least three (3) years of employment; Valid Driver's License; Successfully pass a background check; Compliance with tuberculin test requirement; and good health, high moral character, and good attendance record.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

Language Skills: Ability to read and comprehend complex information with primary language being English; ability to write complex correspondence; ability to effectively present information in one-on-one and small group situations to clients and other employees of the organization; and the ability to multitask and interact positively with the public and subordinates.

Mathematical Skills: Ability to conduct complex mathematical operations; ability to perform advanced accounting and finance operations, and ability to analyze programmatic data.

Reasoning Ability: Ability to conduct advanced reasoning and problem analysis dealing with several variables in new situations. Ability to abstract and synthesize innovative and creative solutions.

M14-12

Office Manager, Nursing Division

Other Skills and Abilities: Proficiency in all MS Office software, ability to create moderately complex electronic spreadsheets to track and analyze data, knowledge of multiple office management software applications, and establishes work-environment conducive to operations. Exercises a high degree of professional discretion, ability to work independently.

DISTINGUISHING FEATURES OF THE CLASS

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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. This job requires occasional lifting of 25 to 40 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. There may be: occasional exposure to blood, bodily fluids, and tissue; occasional exposure to unruly children and/or adults; occasional operation of a vehicle in inclement weather.

ADMITTANCE TO THE EXAMINATION

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.**

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.

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

Upon receiving a passing score, a twenty percent (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 a reserve component of the armed forces of the United States who has completed more than 180 days of active duty service. (O.R.C. 124.23C) **APPLICANT MUST SUBMIT A CERTIFICATE OF SERVICE OR HONORABLE DISCHARGE (DD-214 – LONG VERSION) BY THE FILING DEADLINE TO RECEIVE THE BONUS CREDIT.**

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%.

RATING

Upon completion of the examination process, qualified candidates will be placed on the eligibility list for a period of two (2) years, and preference will be given in accordance with your final rating.

DUTIES

Under the general supervision of the Director of Nursing, provides direct supervision to the Nursing Division clerical staff; develops and implements procedures relative to business and operational functions of the Division to include accounts receivable, third party reimbursement, preparation of statistical and fiscal reports and billing processes.

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