

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: October 13, 2016
NO: BE4-16

CLASSIFICATION TITLE
SECRETARY I
(Canton Board of Education)

STARTING HOURLY RATE
\$14.00 - \$19.14

FILING OF APPLICATION

Application must be made on the regular application form available in the office of Canton Civil Service Commission, 3rd Floor, Canton City Hall, 218 Cleveland Ave. SW, Canton, OH 44702, or application may be printed from www.cantonohio.gov under "City Government", "City Services", "Civil Service", then on "View School Jobs". Application, clear copy of driver's license, resume, and any other documentation pertaining to this position must be on file **no later than Thursday, November 3, 2016 at 4:00 p.m.** **TYPING EXAMINATION MUST ALSO BE COMPLETE BY THIS DATE.**

The results of this examination may be used to fill vacancies in the position of Secretary II (Canton Board of Education).

WRITTEN EXAMINATION – WEDNESDAY, NOVEMBER 9, 2016

CHECK-IN: 4:00 p.m. (no applicant will be admitted to the test site after 4:00 p.m.)
EXAM: Immediately following candidate check-in
LOCATION: Canton Memorial Civic Center, McKinley Room, 1101 Market Ave. N., Canton, OH 44702
SCOPE: Written questions on Secretary I to include English Usage, Vocabulary, Spelling, Reading Comprehension, Math, Alphabetizing, Office Procedures/Records Management, Public Relations, Basic Computer Knowledge, and other related areas. A 70% passing point will be used.

Prior to the written examination, applicants must report to the Civil Service Office at 218 Cleveland Ave. SW, City Hall, 3rd Floor, Canton, OH 44702 at any time between the hours of 8:30 a.m. – 3:00 p.m. to take a typing test. **APPLICANTS MUST PASS THE TYPING TEST WITH A MINIMUM OF 50 WPM TO BE ELIGIBLE TO TAKE THE WRITTEN EXAM.**

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

This is an open 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 United States Citizen. All applicants must be a high school graduate or possess a G.E.D.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE

Applicants must type 50 WPM accurately; must possess basic computer skills; must be able to maintain a high degree of confidentiality and must possess good public relation skills. Knowledge of the Canton City School System and ability to work without supervision are highly desirable qualities.

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.

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

As provided in ORC 124.23C, any person who has completed service in the uniformed services, who has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is an Ohio resident and any member of a reserve component of the armed forces of the United States, including the Ohio national guard, who has completed more than 180 days of active duty service pursuant to an executive order of the president of the United States or an act of congress of the United States may file with the director a certificate of service or honorable discharge (DD-214 – Long version), and upon this filing, the person shall receive additional credit of twenty percent (20%) of the person's total grade given in the examination in which the person receives a passing grade.

A member in good standing of a reserve component of the armed forces of the United States, including the Ohio national guard, who successfully completes the member's initial entry-level training shall receive a credit of fifteen percent (15%) of the person's total grade given in the examination in which the person receives a passing grade.

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 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%.

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 Driver's License or other valid photo identification card satisfactory to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL NOT BE ADMITTED TO THE EXAMINATION.**

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

The duties of a Secretary I include, but are not limited to the following: Takes and transcribes dictation of various types, including correspondence, reports, notices, and recommendations; obtains, gathers, and organizes pertinent data as needed and puts it into usable form; maintains a regular filing system and processes incoming correspondence in a prescribed manner; places and receives telephone calls in a courteous manner; orders and maintains supplies as needed; keeps typewriter, computer, and other equipment clean; types a variety of material, such as letters, reports, and memos; performs bookkeeping tasks associated with the position; maintains a schedule of appointments and makes arrangements for conferences and interviews; greets all visitors courteously and arranges for their comfort; screens unexpected callers in accordance with established practices; maintains up-to-date knowledge about system software; performs other duties as required.