

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: July 7, 2014
No: BE4-14

CLASSIFICATION
TECHNICIAN II NETWORK/PC SUPPORT
(Canton Board of Education)

STARTING HOURLY RATE
\$14.49

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, or an application may be printed from www.cantonohio.gov by clicking on "City Government", "City Services", "Civil Services", then on "View School Jobs". Application must be on file **no later than Friday, August 1, 2014 at 4:30 p.m.** Applicants MUST submit a copy of their valid driver's license, a current detailed resume, unofficial college transcripts, and any other documentation pertaining to this position.

ORAL INTERVIEW EXAMINATION

ORAL INTERVIEW: Subsequent to the filing of the application, the candidate will be assigned an interview date and time.

LOCATION: Canton Civil Service Commission Office, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH

SCOPE: The examination will consist of an oral interview approximately 15-20 minutes in length. The interview will measure communication skills and computer technical knowledge.

This is an open examination. To be eligible for this position under this examination, all applicants must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen. Applicants must possess a current, valid Ohio Driver's License.

MINIMUM QUALIFICATIONS

Applicants must have a High School Diploma or equivalent, and a minimum of Associate Degree in a computer field or equivalent in job related experience.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Requires the ability to perform without supervision. Ability to follow written procedures. Ability to make accurate reports and records. Demonstrate knowledge of educational organization operations. Possess good communication skills. Honest. Cooperates and gets along with others. Works as a member of a team.

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 nor be a habitual abuser of alcohol or drugs. Under the authority granted by the 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 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, candidates who receive a passing score will be placed on the eligibility list and preference will be given accordance with your final rating. Once the list has been established, your name will remain on the list for a period of one (1) year.

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

DUTIES

The responsibilities of a Technician II Network/PC Support include, but are not limited to: train computer system users; provide second level user support activities; research computer software applications; schedule appropriate computer software activities; coordinate computer system conversions; implement, install, test, and release all versions of computer application systems; coordinate communication between computer software vendors and users; assist with creating user manuals; provide EMIS support; and perform other duties as assigned.