

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: June 17, 2014
No: M19-14

CLASSIFICATION
CRIMINALIST ASSISTANT
(Police/Crime Laboratory)

STARTING HOURLY RATE
\$11.07 progressing to \$16.73

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 open application may be printed from www.cantonohio.gov by clicking on "City Services", "Civil Service", and then "View City Jobs". Application must be on file **no later than Friday, July 11, 2014 at 4:30 p.m.** Applicants MUST submit a copy of their valid driver's license, a current detailed resume, certified transcripts, documentation of completion of a specialized technical program, 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 time and date.

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, chemical and biological knowledge, and knowledge or experience dealing with technical laboratory documents.

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

Applicant must have a minimum of a degree from an accredited technical program with training in technical records, typing, stenographic/transcribing, and computer processing/spreadsheets. Experience in above fields is highly desirable. Any equivalent combination of experience, education, and training providing the above skills would be acceptable.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Requires the ability to prepare accurate reports, both from written material and dictated material, and have knowledge of technical, chemical, and biological terms. Must demonstrate knowledge and proficiency with computer-based systems: such as e-mails, internet browsers, spreadsheets, databases, word processing, and other web-based collaboration tools. Must possess a valid Ohio Driver's License with a good driving record. Must possess or obtain a Notary Public commission through the State of Ohio. Must demonstrate an ability to work under stressful situations involving time constraints. Must possess an ability to effectively deal with multiple police agencies, the courts, and the public in a professional and courteous manner.

*****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.**

GENERAL STATEMENT OF DUTIES

An employee in this class provides technical typing, transcribing, data entry, clerical assistance, and laboratory recordkeeping, as well as being responsible for the receiving and security of physical evidence submitted to the Crime Laboratory. As a part of evidence receiving and security the employee may be required to provide testimony in court regarding these duties. These functions are provided under the supervision of the Crime Laboratory Director.