

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: **November 2, 2015**
NO: **BE3-15**

CLASSIFICATION TITLE
LEARNING RESOURCE CENTER TECHNICIAN
(Canton Board of Education)

STARTING HOURLY RATE
\$12.58

FILING OF APPLICATION

Application must be made on the application form available in the office of the Canton Civil Service Commission, City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH, or the application may be printed from www.cantonohio.gov under "City Government" click on "City Services", "Civil Services", then on "View School Jobs". Application, current resume, and driver's license copy must be on file before **Friday, November 20, 2015 at 3:30 p.m.**

EXAMINATION – MONDAY, NOVEMBER 23, 2015

CHECK-IN: 4:30 p.m. (no applicant will be admitted to the test site after 4:30 p.m.)
EXAM: Immediately following candidate check-in
LOCATION: Canton Memorial Civic Center, McKinley Room, 1101 Market Ave. N., Canton, OH 44702
SCOPE: The written examination will consist of questions to include: Dewey Decimal System, Filing, Number Verification, English Usage, and other related areas. A 70% passing point will be used.

Subsequent to the written examination, those applicants who pass the examination will be required to take a typing test. **APPLICANTS MUST ALSO PASS THE TYPING EXAMINATION WITH AT LEAST 40 WPM TO BE ELIGIBLE.**

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

This is an open examination. Applicants must show that they are a reliable worker and must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen. All applicants must be a high school graduate or possess a G.E.D. Keyboarding experience is required. Applicants may be required to take a medical examination.

Since this position of employment is 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

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.**

******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%.

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 responsibilities of a LRC Technician include, but are not limited to the following: types and processes orders, reports bibliographies, forms, media center schedules, letters to publishers, catalog cards and the like; orders and receives books selected for purchase by the Instructional Media Department; maintains files of catalog cards, vertical file material, publishers catalog and the like; makes simple repairs on damaged books and processes more severely damaged books for repair by the Instructional Media Department; helps students in the selection of books, the use of reference materials, and the card catalog; assists teachers and students in making proper use of LRC center equipment and materials; keeps LRC center materials and equipment in good working order; monitors attendance, supervises and maintains the discipline of students; prepares current magazines for shelving and maintains the back-number stacks; shelves incoming material; prepares the annual inventory of Media Center; reads to students and listens to individual students read; maintains current inventory of supplies and suggests items for acquisition as needed; maintains the general neatness and attractiveness of the Media Center; operates equipment and apparatus on request, either in the Media Center or elsewhere; prepares and maintains educational displays which reinforce the curriculum; schedules class library periods and activities; keeps a list of missing materials and equipment and the list of material equipment to be discarded; laminates school materials upon request; establishes and maintains the running of the Book Fairs; understands and maintains the academic and behavioral standards set for the students by the certified staff; performs other duties as assigned.

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