

CLERK/TYPIST

Public notice is hereby given of an open competitive exam to establish an eligible list for the position of Clerk/Typist in the classified service of the City of Parma.

FILING OF APPLICATION

Application must be made on the regular application form obtainable at the office of the Civil Service Commission, 6617 Ridge Road, Parma, Ohio 440-885-8060 . The application must be properly filled out and filed with the Commission by Wednesday, November 18, 2015 at 4:30 p.m. **There is a \$15.00 non refundable fee when you file your application (payable in cash or money order – no personal checks) said fee is waived with proof of financial hardship.**

EXAMINATION

TIME: 5:00 p.m. (in the evening) on Thursday November 19, 2015.
PLACE: Red Rees Room at Parma Senior High School, 6285 West 54th Street, Parma, Ohio
Use rear parking lot off Longwood Avenue, entrance to building by bus loop.
TYPE OF EXAM: Multiple choice written exam on reading, vocabulary, reasoning, arithmetic, checking, filing, spelling, punctuation, English usage and general office information. No calculators are permitted. A passing point of 70% will be used. The performance exam is scheduled for the same evening. You must type 35 wpm. This portion of exam is strictly pass/fail. In order to be placed on the Eligible List for Clerk/Typist you must pass both the written and the performance exams.

NOTE: The written test may be suspended if shown to be impractical because of insufficient number of qualified candidates. The candidates will then be ranked in a standard manner based on the information, records, or other data related to the candidate's ability to perform the duties of the position.

MINIMUM REQUIREMENTS FOR ENTRANCE TO THE EXAMINATION

EXPERIENCE: Must have one (1 yr.) clerical experience; be able to type 35 wpm; see attached job description for more information.
CITIZENSHIP: Must be United States citizen or be in the United States legally.
SECURITY: Job offer may be conditional to passing a background check.
SALARY: To be determined by Union Contract.

VETERANS on entrance exams who present a certificate of service or honorable discharge papers when filing their application shall receive 20% of their score additional provided they make a passing score.

Reasonable accommodation is available to all applicants. If you have a disability that needs to be accommodated, please contact the Civil Service Commission Office - 885-8060.

By order of the Civil Service Commission
John L. Thomas, Jr., Chairman
Timothy Boyko
Daniel Hoffman
An Equal Opportunity Employer