

GENERAL CLERK GC4

Public notice is hereby given by the Parma Civil Service Commission of an open competitive exam to establish an eligible list for the position of General Clerk GC4 for the Parma City School District.

FILING OF APPLICATION

Application must be made on the regular application form obtainable at the office of the Civil Service Commission, 6617 Ridge Rd. Parma, Ohio (building located behind Parma City Hall - access off Ridgewood Dr.) Your application must be properly filled out and returned by Monday September 11, 2017 by 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 for current permanent school board employees or with proof of financial hardship.**

EXAMINATION

TIME: 5:00 p.m. (in the evening) on Tuesday, September 12, 2017.
PLACE: Red Rees Room and Computer Labs 5311 Longwood Avenue, Parma, Ohio
Use rear Parking lot off Longwood Ave.
TYPE OF EXAM: Multiple choice written exam relating to clerical skills and interpersonal relations, etc. A passing point of 70% will be used. Individuals must pass the written portion of the exam to be eligible to take the performance typing portion. The performance exam will be held the same evening. The performance exam will be given on a computer. The performance exam is strictly pass/fail. You must pass both the written and performance exams to be placed on the Eligible List for General Clerk GC4.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO EXAMINATION

EXPERIENCE: Any combination of 4 years experience in general office work and ability to type 45 wpm.
Possess working knowledge of Microsoft Word, Access and Excel. See attached job description.
CITIZENSHIP: Must be United States citizen or be in the United States legally.
SECURITY: Job offer conditional upon passing Bureau of Criminal Investigation background check.
PHYSICAL: Job offer conditional upon passing physical examination administered by School Board physician.
SALARY: \$23,197.00 plus benefits.

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.

According to O.A.P.S.E. Contact Article 6.5 present employees of the School Board who pass a civil service exam shall be placed on a Preferred Eligible List for the exam(s) for which they pass.

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

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

JOB DESCRIPTION

GENERAL CLERK, RECORDS ROOM

WORK SCHEDULE: 42 Weeks

JOB CLASSIFICATION: GC4 Records Room Clerk

SALARY SCHEDULE: G; Code D

CIVIL SERVICE: Classified

RESPONSIBLE TO: Building Principal

QUALIFICATIONS:

1. Four years of related office experience.
2. Ability to operate a personal computer with the ability to learn the Pentamation system. Ability to trouble-shoot and work with appropriate computer consultants.
3. Possess working knowledge of Microsoft Word, Access, and Excel.
4. Ability to operate standard office equipment.
5. Ability to type 45 words per minute.
6. Possess strong verbal, written, analytical and inter-personal skills.
7. Ability to keep records accurately.
8. Ability to prepare correspondence.
9. Ability to establish and maintain effective relationships with students, staff and community.
10. Competency in mathematical skills.
11. Ability to make individual decisions based on established policies and procedures.
12. Possess regular and predictable attendance.
13. Ability to assist with telephone communications in a professional manner.

MAJOR FUNCTIONS:

1. Management of appropriate high school records.
2. Maintain files and confidentiality of those files.
3. Make individual decisions based on established policies and procedures.
4. Be responsible for entry of data via personal computer.
5. Be responsible for general office routine unique to the Records Room of individual high school covering a complete range of clerical functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. General typing which may include requisitions, reports, letters, memos, etc.
2. Keep appropriate records.
3. Maintain department files and confidentiality of those files.
4. Make individual decisions based on established policies and procedures.
5. Maintain and secure all computer data.
6. Perform other duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this position, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.
7. The position requires the individual to be able to meet deadlines with severe time constraints, to prioritize which needs are to be fulfilled first, interact with the public and other staff, meet demands from several people and work independently.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.