

SECRETARY S3

Public notice is hereby given by the Parma Civil Service Commission of an open competitive exam for the position of Secretary S3 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 Tuesday August 21, 2018 at 4:30 p.m. **There is a \$15.00 non refundable fee to take the written exam. Said fee is due upon filing application (payable in cash or money order made out to the City of Parma – NO PERSONAL CHECKS). Said fee will be waived with proof of financial hardship.**

EXAMINATION

TIME: 5:00 p.m. (in the evening) on Thursday, August 23, 2018.

PLACE: Cafeteria at Valley Forge High School 9999 Independence Dr., Parma Hts., Ohio.

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 in order to be eligible to take the performance portion. You will be notified by mail whether you have passed the written exam. The computer typing speed is 50 wpm. on the computer and is pass/fail. The performance exam for Word, Excel & Outlook is pass/fail. You must pass the written, computer typing and computer performance exams to be placed on the Eligible List for Secretary S3. The Computer performance exam will be held on September 6, 2018 in the Red Rees Computer Labs at Parma Senior High School.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO EXAMINATION

EXPERIENCE: One year experience office work; have knowledge of computer programs such as Word, Excel, & Outlook; ability to type 50 wpm. See job description for more details.

CITIZENSHIP: Must be United States citizen or be in the United States Legally.

SECURITY: Job offer conditional upon passing BCI Record Check and FBI Record Check.

PHYSICAL: Job offer conditional upon passing physical examination administered by School Board Physician.

SALARY: \$22,631.00 after 75 working days \$23,310.00.

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. contract Article 6.5 present employees of the School Board who pass a civil service test shall be placed on a Preferred Eligible List for the test(s) for which they pass.

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

By order of the Parma Civil Service Commission

John L. Thomas Jr., Chairman

Timothy Boyko

Daniel Hoffman

An Equal Opportunity Employer

