

## SECRETARY S4

Public notice is hereby given by the Parma Civil Service Commission of an open competitive exam for the position of Secretary S4 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 Wednesday, September 20, 2017 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, September 21, 2017  
**PLACE:** Parma Red Rees Room and Computer Lab 6285 W. 54th St. Parma, Ohio.  
Use rear parking lot off Longwood Ave.  
**TYPE OF** Multiple choice written exam relating to clerical skills and interpersonal relations, etc. A passing point of 70% will be used. The typing speed is 55 wpm. on a computer and is pass/fail. The performance exam consists of Word, Access and Excel and is pass/fail. You must pass the written, typing and Computer performance exams to be placed on the Eligible List for Secretary S4.

### MINIMUM QUALIFICATIONS FOR ENTRANCE TO EXAMINATION

**EXPERIENCE:** Three years experience office work; have knowledge of computer programs such as Word, Excel, Access and Outlook; ability to type 55 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 Bureau of Criminal Investigation background check.  
**PHYSICAL:** Job offer conditional upon passing physical examination administered by School Board physician.  
**SALARY:** \$22,141.00-23,241.00 starting range depends on weeks worked.

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

# JOB DESCRIPTION

PARMA CITY SCHOOL DISTRICT  
5311 Longwood Ave. • Parma, Ohio 44134

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## S-4 SECRETARY

WORK SCHEDULE: 40-52 Weeks

JOB CLASSIFICATION: S-4

SALARY SCHEDULE: 5; Code D

CIVIL SERVICE: Classified

RESPONSIBLE TO: Building Principal, Administrator or Supervisor

QUALIFICATIONS:

1. Ability to type from clear copy at a speed of 55 words per minute.
2. Knowledge of proper filing methods and procedures.
3. Ability to operate standard office equipment.
4. Ability to keep records accurately.
5. Ability to spell correctly and use good English.
6. Minimum competency in mathematical skills.
7. Ability to make individual decisions based on established policies and procedures.
8. Ability to deal with the public in person and on the telephone graciously and in a business like manner.
9. Ability to maintain confidentiality of information.
10. Ability to meet deadlines.
11. Ability to serve in supervisory capacity.
12. Three years of related office experience.
13. Must have good attendance record.
14. Must know Word, Access, and Excel

## ADDITIONAL DESIRED QUALIFICATION:

Word Processing skills.

## MAJOR FUNCTION:

Under the direction of the administrator performs a wide variety of secretarial and clerical functions and is responsible for the efficient operation of the office or department which involves the exercise of independent judgment.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Type and transcribe dictation as required.
2. Type and disseminate bulletins, memos, reports, appraisals, curriculum, etc., from administrator.
3. Compose correspondence, bulletins, memos and rosters as directed by the administrator.
4. Perform research, collect data, and prepare reports as needed.
5. Be responsible for records and procedures dealing with finances, bookkeeping, purchase order processing and ordering as directed by the administrator.
6. Maintain department files and the confidentiality of those files.
7. Screen calls for the administrator and maintain an efficient telephone service, being particularly sensitive to a favorable image being projected for that office.
8. Exercise individual judgment in interpreting established policies and procedures. Often times selecting from a variety of previously established ones.
9. Be responsible for general office routine unique to that office covering a complete range of clerical functions. Some supervisory responsibilities.
10. Perform other related duties 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.

While performing the duties of this position, the employee is regularly required to sit, talk or hear, stand, walk and stoop. The employee is frequently required to reach with hands and arms and will frequently repeat the same hand, arm or finger motion such as when typing. The employee is required to walk up and down stairs to various departments. The employee is frequently required to sit and type for long periods of time. The employee is continuously required to sit and interact with public and staff while meeting multiple demands from several people. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

*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.*

Human Resources, 10/97

jc 9/17