

GENERAL CLERK GC1

Public notice is hereby given by the Parma Civil Service Commission of an open competitive exam for the position of General Clerk GC1 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, 6611 Ridge Rd. Parma, Ohio (located in the lower level of Parma City Hall) Your application must be properly filled out and returned by Wednesday, March 8, 2023, 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, March 9, 2023
PLACE: Parma Memorial Hall, 6617 Ridge Road, Parma, Ohio 44129 (Red Brick Building)
TYPE OF Multiple-choice written exam relating to clerical skills and interpersonal relations, etc. A passing point of 70% will be used. The performance typing exam will be given on a computer. Typing speed is 30 words per minute. The performance exam is strictly pass/fail and will be held on the same evening at Parma Senior High A105 Computer Lab. You must pass both the written and performance exams to be placed on the Eligible list for the General Clerk GC1.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO EXAMINATION

EXPERIENCE: One year experience in general office work; ability to type 30 wpm; ability to operate standard office equipment. (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.
SALARY: \$15.79, after completion of 75 working days probation \$16.20
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
Timothy Boyko, Chairman
Daniel Hoffman
An Equal Opportunity Employer