

EXAMINATION ANNOUNCEMENT

**GENERAL CLERICAL: SECRETARY – FULL & PART-TIME CLERK TYPIST -
CUSTOMER SERVICE REPRESENTATIVE
ALL CITY DEPARTMENTS & YOUNGSTOWN SCHOOL DISTRICT**

EXAMINATION DATE
October 10, 2020

HOURLY WAGE
\$11.89 – \$19.84

APPLICATIONS ACCEPTED FROM SEPTEMBER 28, 2020 THROUGH OCTOBER 8, 2020

SPECIAL INSTRUCTIONS DUE TO COVID-19

- Applications will only be accepted between the hours of 10am and 2pm during the application period
- Applications may be submitted in person or mailed
- Mailed applications must be postmarked by **OCTOBER 8, 2020**
- Applicants will not be permitted to fill out applications in the office; applications must be completed off the premises
- Pursuant to the Mayor's orders, anyone entering City Hall must wear a face mask
- Applicants must respect social distancing and other precautions while in City Hall

GENERAL DUTIES: The employees serving in these positions will perform a wide variety of general clerical and/or secretarial duties, depending on the specific position and the department involved. **THE WORK MAY INCLUDE THE FOLLOWING:** collect, compile, and process information and data for records and reports; type letters, reports, and other materials; distribute and file correspondence, records, and reports; provide telephone callers or visitors with information or assistance regarding their city business; process customer payments, record cash receipts, balance cash receipts daily and prepare deposits; and establish payment arrangements.

DESIRABLE QUALIFICATIONS: Knowledge of modern office procedures, practices, and equipment; an ability to deal effectively and courteously with citizens and public officials. An ability to operate a personal computer is extremely important. Applicants should be proficient in Microsoft Word, Excel, Outlook and other office software; in arithmetic; business writing and grammar.

For certain positions, you may be required to take a typing test or a performance test to demonstrate your skill in the operation of a personal computer. For certain positions, applicants may be required to take a polygraph and/or drug test at applicant's expense (approximately \$94.00) before starting work.

CALCULATORS MAY BE USED

ALL APPLICANTS MUST SHOW SOME FORM OF PHOTO-IDENTIFICATION (driver's license, for example) AT THE EXAMINATION CHECK-IN.

APPLICATION PERIOD: Applications will be accepted at the Youngstown Civil Service Commission Office, 7th floor, City Hall, Youngstown, Ohio, from September 28, 2020, through October 8, 2020. **BUSINESS HOURS:** Monday through Thursday from 10:00 a.m. to 2:00 p.m.

WRITTEN EXAMINATION: The written exam will be given on Saturday, October 10, 2020, starting at 10:00 A.M. at the Choffin Career and Technical Center, 200 E. Wood Street, Youngstown, Ohio. (Applicants must file an application prior to the close of the application period at the Youngstown Civil Service Office in order to be eligible for the examination).

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BONUS POINTS WILL BE ADDED TO PASSING SCORES (70%) ON THE FOLLOWING BASIS:

- 20% - MILITARY** (DD-214 showing 180 days' active duty service and proof of Honorable discharge required)
- 15% - MILITARY RESERVE COMPONENT STATUS** (Proof of completion of initial entry-level training)
- 15% - PROOF OF CITY RESIDENCY** (Submit four (4) different proofs of residency from one (1) year ago and four (4) different current proofs of residency – total of 8)
- 10% - GRADUATE WITH A B.S. /B.A. FROM A COLLEGE/UNIVERSITY**
(Original sealed College Transcript Required)
- 5% - ONE YEAR OF ACTUAL CLERICAL WORK EXPREIENC**E (Applicant must submit proof of experience – e.g. Letter from previous employer documenting clerical work experience and dates of employment.)

PROOF OF BONUS POINT ELIGIBILITY MUST BE SUBMITTED BY THE CLOSE OF THE APPLICATION PERIOD. The maximum total bonus percentage attainable by an applicant is 20% of the applicant's passing score.

*****As provided for in Youngstown City Ordinance ORD-11-244 and in accordance with the City of Youngstown Charter, Section 52 (E) any candidate who is a bona fide resident of the City of Youngstown for at least one year immediately prior to an entry level examination and remains a resident citizen of the City of Youngstown throughout the selection process, as determined by the Civil Service Commission, at the time of filing his or her application for examination, shall, if a passing grade is attained, have a credit of fifteen percent (15%) added to his or her raw score. The Applicant must show proof of residency by providing the following: Driver's License, Bank Statements, Utility Bills, Mortgage Release/Lease, and/or Insurance Statements. In order to be considered applicants must submit four (4) different proofs of residency from one (1) year ago and four (4) current proofs of residency (**Total of 8**)