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## **NOTICE OF EXAMINATION**

The Massillon Civil Service Commission will conduct a competitive examination for the position of **Administrative Assistant – Part-Time** with the City of Massillon Building and Code Enforcement Department on **Thursday July 7<sup>th</sup>, 2022**

**LOCATION:** Massillon Recreation Center

**Exam Time: 6:00 PM**

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### **DUTIES**

Under general supervision, the Administrative Assistant assists local architects, engineers, contractors and homeowners by providing routine information related to the issuance of permits, assists the public in completing required applications and other forms for permits within the City and answers and directs phone calls coming in.

**Hours: Monday - Friday 10:30 AM - 2:30 PM**

**REQUIREMENTS** To be eligible for examination, applicants must meet the following qualifications:

- High School Diploma / GED
- 5 years of office work as an Administrative Assistant or similar
- Experience with records management
- Strong organizational skills
- High Proficiency of Computer Skills - including Microsoft Office
- Ability to read and understand a wide range of materials
- Time management, prioritization and multitasking abilities
- Must possess a valid Driver's License

### **JOB DUTIES**

- Answer the phone (on the first or second ring) to field phone calls for Code Enforcement and the Building Department.
- Help existing staff process overflow of Registrations, which include: Electrical Contractor, Journeyman, Apprentice Registrations, Plumbing Contractor and Plumbing Journeyman Registrations, Heating Contractor Registrations, Home Improvement Contractor Registrations.

- Help existing staff process overflow of Permits, which include: Building, Electrical, Heating, & Plumbing permits.
- Email customers information that they requested and answered incoming emails.
- Help existing staff process permits and registrations that are made by credit card payments online.
- Complete all office filing.
- Other duties assigned by management

## **BENEFITS**

Sick time only

**PAY \$17.13 and up depending on experience**

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**APPLICATION REQUIREMENTS:** Please submit an online application at;

<https://tinyurl.com/4mcy2xvt>

Upon completion of the application you will receive an email requesting documentation to sit for the examination. Documentation includes a Valid Drivers License, High School / GED Diploma OR Transcripts and any Bonus documentation

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**PASSING SCORE & BONUS:** The minimum passing score is 70%

*Twenty percent (20%) is the maximum total bonus credit available added to passing scores (70%)*

- **Veteran's Preference**

Upon receiving a passing score, any applicant discharged from the Uniformed Services or transferred to the Reserves with evidence of satisfactory service, who is a resident of this state and any member of a reserve component of the Armed Forces of the United States, including the Ohio National Guard, with more than one hundred eighty days (180) of active duty service pursuant to executive order of the President of the United States or an act of the Congress of the United States, shall receive additional credit of twenty percent (20%) of the total score earned in the written examination.

A member in good standing who successfully completes initial entry-level training, or a retired member of a reserve component of the Armed Forces of the United States, including the Ohio National Guard, shall receive a credit of fifteen percent (15%) of the person's total grade given in the written examination provided a passing grade is attained. Applicants must submit a certificate of service or Honorable Discharge (Form DD 214 – Long Version) as proof of honorable military service at the time of filing the application to receive credit.

## **ADDITIONAL TESTINGS AND REQUIREMENTS BEFORE APPOINTMENT**

Applicants who obtain a minimum score of seventy percent (70%) or greater on the written examination and are in the top 10 or top 25% of passing scores (whichever is higher) become

eligible for an oral interview. Candidates receiving a conditional offer of employment will be required to pass a drug screen and background check.

**REASONABLE ACCOMMODATION** Applicants with a disability requiring accommodation at any phase during the testing process must advise the Civil Service Commission in writing at the time of application to permit accommodations. Failure to notify the Commission of any disability requiring accommodation after the application deadline may result in the Commissions inability to accommodate any disability.

The City of Massillon celebrates its differences and diversity.  
We are an Equal Opportunity Employer.

By Order of Massillon Civil Service Commission and Director of Civil Service