



## NOTICE OF EXAMINATION

### BUILDING DEPARTMENT ADMINISTRATIVE ASSISTANT- PERMIT ASSISTANT PART - TIME

The Massillon Civil Service Commission will conduct a competitive examination on **Wednesday, April 08, 2026 at 6:00 pm** for the position of Administrative Assistant - Permit Assistant with the City of Massillon Building Department. **The deadline for applications is Friday April 03, 2026.** Candidates must submit an online application in order to be considered for this position.

**LOCATION:** Massillon Recreation Center - 505 Erie Street North Massillon, OH

#### DUTIES:

Under general supervision, the Building Department Administrative Assistant - Permit Assistant assists local architects, engineers, contractors and homeowners by providing routine and technical information related to the issuance of permits, provides information regarding code requirements and ordinances and assists the public in completing required applications and other forms for permits within the City.

#### MINIMUM REQUIREMENTS:

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

- Applicants shall possess a Valid driver's license issued by the applicant's state of residence
- Applicants shall possess a High School diploma or GED.
- Minimum of five years experience in an administrative support role; experience in a municipal environment is preferred.

#### SKILLS, ABILITIES, PHYSICAL DEMANDS:

- Ability to establish effective communications with co-workers and the general public
- Thorough knowledge of office terminology, procedures and equipment
- Ability to write legibly and succinctly and complete professional reports
- Ability to research facts through records searches as well as other investigative skills
- Experience with records management systems and payroll software preferred
- Prepares meeting agendas, takes minutes or notes and transcribes as needed
- Physical demands include: standing, walking, kneeling, crouching, climbing stairs, etc on a routine basis

#### PAY & BENEFITS:

Hours: Monday through Friday 10:30 am to 2:30 pm (flexible at times up to 29 hours per week)

SICK LEAVE ONLY

**BASE SALARY RANGE:** \$19.28 to \$24.04

PART - TIME

CLASSIFIED

#### APPLY HERE!

<https://massillonohio.gov/jobs>

In order to be eligible for this position, candidates must submit an online application.

## **PASSING SCORE & BONUS CREDITS:**

The minimum passing score is seventy percent (70%). Twenty percent (20%) is the maximum total bonus credit available which, if applicable, will be added to passing scores of seventy percent (70%)

- **Veteran's Preference**

Any person who has completed service in the uniformed services, who has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and 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, who has completed more than one hundred eighty days of active duty service pursuant to an executive order of the president of the United States or an act of the congress of the United States may file with the director a certificate of service or honorable discharge, and, upon this filing, the person shall receive additional credit of twenty percent (20%) of the person's total grade given in the examination in which the person receives a passing grade.

A member in good standing of a reserve component of the armed forces of the United States, including the Ohio national guard, who successfully completes the member's initial entry-level training shall receive a credit of fifteen percent (15%) of the person's total grade given in the examination in which the person receives a passing grade.

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 TESTING & REQUIREMENTS PRIOR TO APPOINTMENT**

Applicants who obtain a minimum score of seventy percent (70%) or greater on the written examination (prior to bonus credit being included) will be required to pass an oral interview, background investigation, drug screen, and medical evaluation.

---

## **REASONABLE ACCOMODATION**

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.

---

## **EQUAL EMPLOYMENT OPPORTUNITY**

**The City of Massillon is an equal opportunity employer.**

---

### **BY ORDER OF THE MASSILLON CIVIL SERVICE COMMISSION**

Megan Starrett, Aaron Violand, Kordell Ford  
Tom Burgasser, Administrator  
330-833-1763