



Massillon Civil Service Commission

NOTICE OF EXAMINATION

The Massillon Civil Service Commission will conduct a competitive examination for the position of **Civil Service Administrator** for the Massillon Civil Service Commission on **Tuesday June 06, 2023 at 6:30 pm.**

LOCATION: Massillon Recreation Center Multi-Purpose Room A
505 Erie Street North, Massillon, OH 44646
Check in is at 6:00 pm. Applicants will not be admitted after 6:30 pm

SALARY: \$27.22 - \$35.34 hourly. Permanent Part-Time (30 hours) CLASSIFIED

BENEFITS: The City of Massillon offers a benefit package that includes:
Comprehensive Health Care Insurance
Retirement Plan
Paid Vacation
Sick Leave Benefit
Paid Holidays

To be eligible, you must complete a formal application for the City of Massillon. Applications will be accepted through **May 30th, 2023.**

The written examination will consist of multiple-choice questions in the subject areas of Ohio Revised Code Chapter 124 and the Massillon Civil Service Rules and Regulations.

All applicants attaining a minimum passing score of seventy percent (70%) on the written examination will be placed on an eligibility list ranked according to total score.

JOB RESPONSIBILITIES:

Under administrative direction of the Civil Service Commission, the Civil Service Administrator manages the city Civil Service Program and acts as a liaison officer between the Massillon Civil Service Commission and the various appointing authorities. This position maintains all records and proceedings related to the Civil Service Commission and carries out day to day operations as directed in accordance with all applicable, Federal, State and City laws, ordinances and rules. This position may be asked to perform the statutory duties of Civil Service Secretary.

EXPERIENCE / EDUCATION PREFERRED:

- Bachelor's degree in Public Administration, Business Administration or personnel related field preferred
- Must possess a valid Ohio Driver's License
- Three (3) + years' experience in human resources or other related field
- Working knowledge of ORC Chapter 124 and Massillon Civil Service rules

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of computer software with secretarial skills
- Ability to recognize unusual or threatening conditions and take appropriate actions, and work alone.
- Carry out instructions in written, oral or picture form.
- Cooperate with others on group projects.

BONUS INFORMATION: DOCUMENTATION & STANDARDS

Military: An additional credit of twenty percent (20%) for those that have completed **One hundred eighty days (180) of active duty** serving service to executive order of the President of the USA or an act of Congress.

An additional credit of fifteen percent (15%) for those that have completed **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.

- *Applicants must submit a certificate of service or Honorable Discharge (DD-214-Long Version) as proof of honorable military service and discharge to receive credit.*

ADDITIONAL EXAMINATION: Candidates receiving a conditional offer of employment will be required to pass a pre-employment medical examination, 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.

EQUAL EMPLOYMENT OPPORTUNITY: The City of Massillon is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, gender, national origin, age, political affiliation, or any other non-merit factor.