



Massillon Civil Service Commission

NOTICE OF EMPLOYMENT

The Massillon Civil Service Commission is now hiring for the position of **Language Services Coordinator** for the Massillon Health Department.

SALARY: \$18.74 - \$23.65 hourly Part-Time CLASSIFIED
**THIS POSITION IS GRANT FUNDED AND IS CONTINGENT ON
CONTINUED FUNDING FROM SAID GRANT**

BENEFITS:

To be eligible, you must complete a formal application for the City of Massillon. Applications will be accepted through June 14th, 2023. You **MUST** submit a resume and cover letter with your application. Failure to submit a resume and cover letter will disqualify you. The resume and cover letter will be examined to create a certified eligibility list. Send to: Massillon Civil Service Commission or apply online

JOB RESPONSIBILITIES:

Under administrative direction of the Health Commissioner, the Language Services Coordinator provides Spanish language translation services across all divisions. In addition to oral translation, the position is expected to provide written translation as necessary. The position acts as a liaison between the Health Commissioner and the Spanish speaking community. This position may be asked to perform other duties as required by the Health Commissioner.

MINIMUM QUALIFICATIONS:

- High school diploma or GED
- Must possess a valid Photo ID
- Proficiency in the Spanish Language
- Experience translating Spanish to English and English to Spanish
- Considerable knowledge of computer software with secretarial skills

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Communicates fluently in Spanish
- Converts dialog and translates Spanish clearly and accurately
- Demonstrates physical fitness.
- Carries out instructions in written, oral or picture form.
- Cooperates with co-workers on group projects.

BONUS INFORMATION:

BONUS CREDIT – 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 Examinations: 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 Commission's 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.