



## NOTICE OF EXAMINATION

### LANGUAGE SERVICES COORDINATOR

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

To be eligible, you must:

- complete a formal application for the City of Massillon. Applications will be accepted through August 29, 2025 at 4:00 PM.
- submit a certificate from Testizer Spanish Proficiency Testing that denotes completed testing to the level of B-1 or greater (see below for website information-cost for certificate is \$10)
- 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

**Base Salary:** \$18.74 - \$23.65 Hourly      Part-Time      CLASSIFIED

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#### APPLICATION REQUIREMENTS:

Please complete an online application at; <https://massillonohio.gov/jobs>

#### TEST QUALIFIER:

Please provide a certificate of testing to the B-1 level or greater from:

<https://testizer.com/tests/spanish-proficiency-test-online/>

**APPLICATION DEADLINE:** August 29, 2025 at 4:00 PM

#### REQUIRED DOCUMENTATION THAT MUST BE SUBMITTED WITH APPLICATION:

- VALID OHIO DRIVER LICENSE OR PHOTO ID
- HIGH SCHOOL DIPLOMA OR GED

\*\*\* Once you apply to the position using the above link, you will receive more information via email

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## DUTIES

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.

## MINIMUM REQUIREMENTS

- Be at least eighteen (18) years of age
- 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

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## SCOPE OF EXAMINATION

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

## BONUS CREDIT AND 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.

## ADDITIONAL EXAMINATIONS

Applicants who pass the written examination become eligible for an oral interview based on civil service rules and guidelines. Candidates receiving a conditional offer of employment may be required to pass a pre-employment medical examination, a psychological evaluation, drug screen and background check.

## ACCOMMODATIONS

Candidates requiring special accommodations during the examination must be conveyed to the Civil Service Administrator at the time of application. Failure to inform may result in the Commissions inability to accommodate the disability or accommodation.

## EQUAL EMPLOYMENT OPPORTUNITY

*The City of Massillon celebrates its difference and is an Equal Opportunity Employer.*

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By Order of the Massillon Civil Service Commission  
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