



NOTICE OF EXAMINATION

MIDDLE SCHOOL SECRETARY

The Massillon Civil Service Commission is testing for the position of **Middle School Secretary** for the Massillon City Schools.

To be eligible, you must:

- complete the formal online application. Applications will be accepted through May 08, 2026 at 1:00 PM.
- submit a certificate from Typing.com that denotes completion of a 3 minute typing test with a minimum of 45 WPM at a 95% accuracy (see below for website information)
- 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.

Base Salary: \$19.17 Hourly Full-Time (10 month) **CLASSIFIED**

APPLICATION REQUIRMENTS:

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

TEST QUALIFIER:

Please provide a typing test certificate of a 3 minute test at 45 WPM with 95% accuracy as follows:

<https://typing.com>

Create Login for Student

Click on second tab across the top "TESTS"

Click on 3:00 Test

Click Start Test

When finished, click print certificate

APPLICATION DEADLINE: **May 08, 2026 at 1:00 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

DUTIES

Under general administrative direction, the Middle School Secretary promotes good public relations by personal appearance, attitude and conversation and interacts in a positive manner with staff, students and parents. The position handles routine correspondence independently; attends meetings, in-services and training sessions as needed; and ensures the overall safety of students.

MINIMUM REQUIREMENTS

- Be at least eighteen (18) years of age
- High school diploma or GED
- Must possess a valid Ohio Driver's License
- Must be able to type 45 WPM at a 95% accuracy on a 3 minute test
- Considerable knowledge of computer software with secretarial skills

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 Massillon City School System celebrates its difference and is an Equal Opportunity Employer.

By Order of the Massillon Civil Service Commission
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