

**PORTSMOUTH CIVIL SERVICE COMMISSION**  
**Municipal Building – 728 Second Street – Room 22 – Portsmouth, Ohio 45662**  
**NOTICE OF EXAMINATION – Posted June 12, 2018**

**POSITION:** Cashier

**ELIGIBLE:** Applicants must be eighteen (18) years of age as of July 10, 2018. All applicants must have a high school diploma or the equivalent thereof.

**APPLICATION:** Qualified applicants must register for the examination by signing up and completing an application available in the Municipal Building, Office of the City Solicitor, 728 Second St., Room 22 Portsmouth, Ohio. **Applications may be picked up and, completed applications returned, between the hours of 7:00A.M. to 2:00 P.M. (closed for lunch between 12:00 P.M. and 1:00 P.M.) on the following dates:**

**Monday June 18, 2018 through Thursday June 21, 2018**  
**Monday June 25, 2018 through Thursday June 28, 2018**

**NO APPLICATIONS WILL BE ACCEPTED AFTER THAT TIME.**  
Applications must be typed or printed in ink and signed by the applicant.

**EXAMINATION:** The written examination will be conducted on Tuesday, July 10, 2018 6:00 P.M. at the Scioto County Welcome Center, 342 Second St. Portsmouth, Ohio. All applicants **MUST** report to the testing site between 5:30 P.M. and 5:40 P.M. Photo ID required.

**VETERANS CREDIT:** Veterans of the Armed Services of the United States who qualify and receive a passing grade on the examination will receive an additional twenty per cent (20%) on the examination pursuant to state law and local Civil Service Rules. A complete copy of Form DD-214 **MUST** be attached to the application.  
**FAILURE TO ATTACH SUCH PROOF OF HONORABLE DISCHARGE WILL RESULT IN DISQUALIFICATION FOR VETERAN'S CREDIT.**

**WAGES:** This position is in the AFSME Union bargaining unit. Current starting pay for this position is \$14.09 per hour, after 6 months the pay increases to \$14.60 per hour, upon completion of 1 year the pay is \$15.25. The City of Portsmouth offers an excellent benefit package and is an Equal Opportunity Employer (EOE).

A minimum score of 70% is required to pass the written portion of the examination. Those who pass the written entrance exam and are offered employment must successfully pass a pre-employment drug screening and background check.