

PORTSMOUTH CIVIL SERVICE COMMISSION
Municipal Building – 728 Second Street – Room 22 – Portsmouth, Ohio 45662
NOTICE OF EXAMINATION – Posted August 6, 2018

POSITION: Clerk Typist II

ELIGIBLE: Applicants must be eighteen (18) years of age as of August 29, 2018. All applicants must have a high school diploma or the equivalent thereof.

APPLICATION: Qualified applicants must register for the examination by completing and submitting an application. Application is available online at www.portsmouthoh.org under the Applications Tab. Applications must be typed or printed in ink and signed by the applicant. Completed applications need to be returned at the Municipal Building, Office of the City Solicitor, 728 Second St., Room 22 Portsmouth, Ohio, between the hours of 7:00 A.M. to 2:00 P.M. (closed for lunch between 12:00 P.M. and 1:00 P.M.) on the following dates:

Monday August 13, 2018 through Thursday August 16, 2018
Monday August 20, 2018 through Thursday August 24, 2018

NO APPLICATIONS WILL BE ACCEPTED AFTER THAT TIME.

EXAMINATION: The written examination will be conducted on Wednesday, August 29, 2018 at 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 5:50 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.

COMMISSION RULE 9.03 Ties: Original Appointment Eligible Lists

In the event that two (2) or more applicants receive the same score in an original appointment examination, priority in the time of filing the application with the Commission shall determine the order in which their names shall be placed on the eligible list; provided that applicants eligible for veterans' preference under these rules shall receive priority in rank on the eligible lists over non-veterans on the list with a rating equal to that of the veterans. Ties among veterans shall be decided by priority of the filing of the application.