

## **CLERK/TYPIST**

Public notice is hereby given by the Parma Civil Service Commission of an open competitive exam to establish an eligible list for the position of Clerk/Typist in the classified service of the City of Parma.

## **FILING OF APPLICATION**

Application must be made to the Innoprise/Citizen Access website:

<https://parma.cloud9.innoprise.com/citizenaccess/>

Application must be properly filed by Friday, April 12, 2024, at 11:55 p.m.

**There is a \$15.00 non-refundable fee to take the written exam. Said fee is due the date of the exam (payable in cash or money order made out to the City of Parma – NO PERSONAL CHECKS). Said fee will be waived with proof of financial hardship.**

## **EXAMINATION**

**TIME:** 5:00 p.m. (in the evening) on Tuesday, April 16, 2024

**PLACE:** Normandy High School, 2500 W. Pleasant Valley Road, Parma, Ohio 44134

**TYPE OF:** Multiple choice written exam on reading, vocabulary, reasoning, arithmetic, checking, filing, spelling, punctuation, English usage and general office information. No calculators are permitted. A passing point of 70% will be used. The performance exam will take place the same evening. This portion of the exam is strictly pass/fail.  
In order to be placed on the Eligible List for Clerk/Typist you must pass both written and performance exam.

**NOTE:** The written test may be suspended if shown to be impractical because of insufficient number of qualified candidates. The candidates will then be ranked in a standard manner based on the information, records or other data related to the candidate's ability to perform the duties of the position.

## **MINIMUM QUALIFICATIONS FOR ENTRANCE TO EXAMINATION**

**EXPERIENCE:** Must have one (1) year clerical experience in office work; see attached Job descriptions for more information

**CITIZENSHIP:** Must be United States citizen or be in the United States legally.

**SECURITY:** Job offer conditional upon passing background check.

**SALARY:** \$38,313.53 probationary period is one (1) year.

**VETERANS** on entrance exams who present a certificate of service or honorable discharge papers when filing their application shall receive 20% of their score additional provided, they make a passing score.

Reasonable accommodation is available to all applicants. If you have a disability that needs to be accommodated, please contact the Civil Service Commission Office.

By order of the Parma Civil Service Commission

Timothy A. Boyko, Chairman

Daniel Hoffman

An Equal Opportunity Employer