

WRITTEN EXAMINATION: **Tuesday, February 25, 2025**
@ _____
132 N. Elmwood Ave, Lower Level

MEDINA CIVIL SERVICE COMMISSION
132 North Elmwood Avenue
Medina, OH 44256

Date of Issue: January 16, 2025

The Medina Civil Service Commission will be accepting employment applications accompanied by resumes for the classification of:

**SECRETARY TO THE CIVIL SERVICE COMMISSION
CITY OF MEDINA**

Currently accepting employment applications which may be obtained online at www.medinaoh.org/job-opportunities or by email at lwilson@medinaoh.org or call the Civil Service Office at 330.722.9077 or in person at Medina City Hall, 132 N Elmwood Ave, Lower Level. Resumes are encouraged to be submitted as a supplement, but a **COMPLETED EMPLOYMENT APPLICATION IS REQUIRED**.

Deadline to apply is Thursday, February 20, 2025 by 4pm.

The Civil Service office will be closed January 20th and February 17th

Compensation: Updated salary range of \$32.13-\$41.01 an hour (pending Council's final approval). Full-time benefits include group hospitalization or opt-out stipend, sick leave, paid holidays and paid vacation.

Nature of Work: Administers policies and procedures of the Civil Service Commission; prepares and maintains personnel records and data; certifies City payroll; formulates and executes testing procedures for City and City Schools examinations. Employee Wellness program liaison.

Minimum Qualifications: Experience and training of a nature that would produce the ability to make sound decisions. Extensive secretarial experience with knowledge of personnel procedures. Ability to make mathematical computations; interpret rules and regulations; work with minimum supervision; and maintain effective working relationships with employees, officials, and general public. Computer and ten-key skills.

Nature of Examination: The examination process will be administered in three sections:

1. Written examination: test for reading comprehension, test administration, personnel policy and administration, mathematics, spelling, word meaning and usage, and code interpretation with 70% or better required be ranked on provisional eligible list
2. Computer testing: consisting of data entry 5,800 ckph along with 95% accuracy within two attempts followed by Word and Excel computer tests scored pass/fail with needing 70% or better to pass.
3. Top 15 candidates will move on to an Oral Board Interview process.

Written test will be weighted at 60% combined with the Oral Board Interview which will have a weight of 40% for final results. Testing results and scores are subject to all public record laws.

APPLICANTS MAY BRING HAND-HELD CALCULATORS FOR USE ON THE WRITTEN EXAM.

EXTRA POINTS: The Commission has set extra credit points not to exceed five (5) points total to be awarded to the written test score upon achieving a passing score of 70% or better.

1. **Military Service:** 5 points for completed service and honorary discharged from uniformed service or transferred to the reserve with evidence of satisfactory service (DD-214 required)
2. **Current Medina City employees:** will be awarded one extra credit point for every 2 years of service for a maximum of 5 points.

Probation: The probationary period shall be regarded as an integral part of the examination process and shall be used to closely observe the employee's work, to give the employee full opportunity to demonstrate successful performance on the job, and to remove any employee whose performance does not meet required work standards. No appointment shall be deemed final until the appointee has satisfactorily served the one-year probationary period.

Accommodation: An applicant can request reasonable accommodation to participate in the applicant/examination process by completing and submitting an EXAMINATION ACCOMMODATION REQUEST form.

PRE-EMPLOYMENT DRUG TESTING AND BACKGROUND CHECK REQUIRED
Equal Opportunity Employer