

LEGAL NOTICE

Notice is hereby given that the Civil Service Commission of the City of Greenville, Darke County, Ohio, will hold a written examination for the position of **Account Clerk I** for the City of Greenville, Ohio, on May 29, 2008 at 7:00 P.M. at the Greenville Municipal Building Basement Training Room, 100 Public Square, Greenville, Ohio 45331.

Applicants must have a high school diploma or GED as of May 29, 2008 and any combination of training, education, or experience which evidences a basic knowledge of accounting, bookkeeping, typing and computer; or equivalent. Applicants must also be citizens of the United States of America or have legally declared their intentions of becoming United States Citizens. Salary ranges from \$9.50 to \$16.00 an hour plus benefits.

The **Job Description** requires that the employee work under the direction of the various department supervisors; post accounting data to ledgers, journals, books, computers, or other bookkeeping instruments; post invoices to journals; perform various clerical duties; respond to routine inquires from the general public.

To gain admission to the written examination, applicants will be required to present a valid picture I.D. to the examining officer. A minimum score of 70% is required to pass the written examination.

Addition of credit: In order to be considered for a U.S. military service credit on the examination score. The applicant must submit a copy of the Honorable Separation from active duty or DD 214 with the completed application and be a current resident of the State of Ohio.

Any interested person can obtain an application from the Office of the Mayor, City of Greenville, Ohio 45331, from 8:30 a.m. to 4:30 p.m., Monday through Friday. The application must be completed and returned to the Office of the Mayor no later than May 20, 2008 at 4:30 p.m., to be eligible to take the examination.

John Hensley, Chairman
Civil Service Commission
City of Greenville, Ohio

The City of Greenville is an Equal Opportunity Employer, m/f