

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 **Pool Secretary** for the City of Greenville, Ohio, on June 5, 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 June 5, 2008 and any combination of training and/or experience which evidences an advanced knowledge of office practices and demonstrable skill in typing. 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 \$8.26 to \$13.82 an hour plus benefits.

The **Job Description** requires that the employee work under the direction of the Safety/Service Director; perform clerical and secretarial activities to assist in operation of various departments; maintain and update records and documentations; type, copy and distribute departmental documents; respond to routine inquires from the general public and other City personnel.

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