

CIVIL SERVICE POSITIONS AVAILABLE  
(HILLIARD CITY SCHOOLS)

POSITION AVAILABLE: Secretarial position  
PAY RANGE: \$18.95 per hour  
REQUIREMENTS:  
- High School Diploma or GED.  
- Less than one year related experience.  
- Excellent computer skills and ability to operate office equipment.  
- Bookkeeping and accounting skills.  
- Ability to work effectively with others and have active listening skills.  
- Excellent organizational and problem solving skills.  
- Ability to communicate clearly and effectively both orally and written

NOTE: Test consists of two parts. 1<sup>st</sup> is a written exam, 2<sup>nd</sup> is a basic computer input proficiency “typing” test that requires a minimum of 45 WPM without error. Testing is two consecutive weekends in a row.

\*\*\* PERSONS NOT MEETING THE REQUIREMENTS NEED NOT APPLY \*\*\*

APPLICATIONS FOR THE POSITIONS ARE AVAILABLE AT: Hilliard Municipal Building (lobby)  
3800 Municipal Way  
Hilliard, OH 43026

Wednesday – Friday July 21<sup>st</sup> - 23<sup>rd</sup>, 2010 and Monday - Friday July 26<sup>th</sup> – 30<sup>th</sup>, 2010 between the hours of 8:00 a.m. – 5:00 p.m. OR at web site: [WWW.CITYOFHILLIARD.COM](http://WWW.CITYOFHILLIARD.COM)

**In order for your application to be accepted, a \$20.00 non-refundable fee must accompany your application. Check or Money Order must be MADE PAYABLE TO: City of Hilliard**  
**POSTMARK DEADLINE** for returning your application is July 30, 2010. All applications must be notarized and returned with \$20 fee via mail to: Hilliard Civil Service Commission, Attn: Civil Service Secretary, P.O. BOX 352, Hilliard, Ohio 43026

EXAMINATION WILL BE GIVEN ON TWO SEPARATE DAYS. **Applicants must be available to attend both test dates.** Applicant must pass the written exam given on Saturday, August 14<sup>th</sup>, 2010 in order to return for the computer test on Saturday, August 21<sup>st</sup>, 2010.

Saturday August 14<sup>th</sup>, 2010 (Written examination) at 9:00 a.m. (doors open at 8:30 a.m.)

Saturday August 21<sup>st</sup>, 2010 (Computer Proficiency “typing” exam) Time to be announced

HILLIARD DARBY HIGH SCHOOL

4200 LEPPERT ROAD

HILLIARD, OHIO 43026

Receipt of your application (postmarked no later than July 30, 2010) grants access to examination.

**ELECTRONIC DEVICES ARE “NOT” PERMITTED AT TEST SITE**

(Examples: calculators, cell phones, etc.)

**Photo I.D. required at check in.** Pencils and scratch paper will be provided for testing purposes.

**\*\*\* Veterans must submit a copy of DD214 at the time application is submitted to receive credit \*\*\***

KEEP THIS ADVERTISEMENT: NO FURTHER NOTICE WILL BE GIVEN OF EXAM.