

# Youngstown

STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

Date of Issue: March 10, 2008

No.: 08001-12113

## IMPORTANT NOTICE

### TO THE CLERK OF COURTS AND CITY CLERKS

Section 124.23, Ohio Revised Code, REQUIRES the Clerk of The Common Pleas Court of each County and the Clerk of each City that receives this notice TO PROMPTLY POST THIS NOTICE OF EXAMINATION IN CONSPICUOUS PUBLIC PLACES in the Court House of the county and in the City Hall of the city.

**THIS NOTICE OF EXAMINATION MUST BE POSTED CONSPICUOUSLY AT LEAST TWO WEEKS BEFORE THE LAST DAY FOR FILING APPLICATIONS.**

The Office of Human Resources of Youngstown State University announces an open-competitive Civil Service examination for the following position:

EXAM NO.	CLASSIFICATION TITLE	STARTING SALARY
12113	CLERICAL SPECIALIST*	\$26,499 Per Year (\$12.74/hour; Pay Range 25)

Only a YSU Application for Employment form completed in all possible detail and submitted by the filing deadline will be accepted. The completed application will be the sole criteria in determining eligibility for this test. Resumes and transcripts may accompany the application as supplemental information only, but will not be reviewed to determine if you meet the Minimum Qualifications. Information showing that you meet ALL the Minimum Qualifications as stated on this bulletin must appear on the application itself to assure its approval. No additional information will be accepted after the filing deadline.

**OFFICE HOURS FOR FILING APPLICATIONS:** Monday through Friday, 8:30 a.m. - 4:00 p.m.

**LAST DATE FOR FILING APPLICATIONS:** 4:00 pm, Friday, March 21, 2008

**DATE OF EXAMINATION:** Saturday, May 3, 2008

### NATURE OF WORK AND MINIMUM QUALIFICATIONS

#### **FUNCTION:**

Under general supervision from office manager, clerical supervisor, or other administrative support, technical or managerial employee, performs specialized clerical tasks requiring use of multiple computations, cross referencing data and variety of procedures (e.g., searches records, gathers & organizes data, statistics & information & summarizes information in preliminary reports; mathematically checks tax returns known to be in error); NOTE: classification differs from Clerk 2, in that employees must use discretion in determining compliance with prescribed procedures or statutes & resolve discrepancies or initiate corrective action through correspondence with, personal contacts or telephoning involved parties detailing additional information to be submitted or corrections to be made. Positions require employee to apply standardized departmental interpretation of laws, rules &/or procedures & their application to work processed. Absolute accuracy is required.

#### **MINIMUM QUALIFICATIONS:**

Ability to calculate fractions, decimals and percentages and to read and write common vocabulary plus: 3 mos. exp. in office practices & procedures or equivalent.

\*NOTE: Eligibility lists established from the Clerical Specialist examination will also be used to fill any Clerk 1 and/or Clerk 2 vacancies.

## GENERAL INFORMATION

### HOW TO APPLY:

After you have completed the application, it must be submitted to the Office of Human Resources, Youngstown State University, 3025 Jones Hall, Youngstown, Ohio 44555. You must then complete a sign-up card in order to apply to take this examination. The application and sign-up card must be received no later than 4:00 p.m. on the last date for filing applications.

### CREDIT FOR MILITARY SERVICE:

Applicants who have been honorably discharged from active duty in the armed forces of the United States are eligible to receive additional credit of 20% on their examination in which a passing score is obtained. Proof (i.e., copy of the honorable discharge or the DD-214) must be submitted on or before the examination date or with the application. **NO CREDIT IS GIVEN IF PROOF IS SUBMITTED AFTER THE EXAMINATION DATE.**

### SCOPE OF EXAMINATION:

**This examination will consist of a written test only. The objective section will cover the following areas: knowledge of office practices, English usage, organization of material, math, report writing, spelling and filing. There will also be a section covering training and experience.**

### PLACE OF EXAMINATION:

The examination will be given at Youngstown State University. Applicants who have been approved to take the examination will be notified by mail of the exact time and place to report for the examination.

### ELIGIBLE LISTS:

When an applicant receives a passing score, his/her name is placed on the eligible list. The eligible list is arranged according to examination scores from highest to lowest. The eligible list will be used to fill current and future vacancies as they occur. The names of those not chosen within a year are removed from the eligible list. To become eligible after this period of time, a candidate must retake and pass the examination.

### SPECIAL NOTE:

Applicants having any physical impairment (blindness, deafness, etc.) that would require special services, such as a reader or a writer, must make special note of such impairment on the application so that special testing arrangements can be made.

**THE USE OF CALCULATORS AND DICTIONARIES IS PROHIBITED.**