

CITY OF HUBBARD, OHIO CIVIL SERVICE COMMISSION

**ORIGINAL APPOINTMENT UTILITY BILLING CLERK ANNOUNCEMENT**

NOVEMBER 12, 2018

Public notice is hereby given by the Civil Service Commission of Hubbard, Ohio of a competitive examination for the position of Utility Billing Clerk.

**FILING OF APPLICATION**

Applications must be made on the regular application form obtainable from the Mayor's Office at the City of Hubbard Administration Building, 220 West Liberty Street, Hubbard, Ohio 44425 or on The City of Hubbard website at [www.cityofhubbard-oh.gov](http://www.cityofhubbard-oh.gov) under the Civil Service Commission tab.

**APPLICATIONS MAY BE OBTAINED AND FILED DURING THE PERIOD OF MONDAY, NOVEMBER 12, 2018 AT 8:00 A.M. UNTIL MONDAY, NOVEMBER 26, 2018 AT 4:00 P.M.**

**APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:00 P.M. ON MONDAY, NOVEMBER 26, 2018.**

Applications may be returned to the Mayor's Office or by e-mail to [m.hallapy@cityofhubbard-oh.gov](mailto:m.hallapy@cityofhubbard-oh.gov)

**MINIMUM QUALIFICATIONS**

Applicant shall be a United States Citizen or persons who have legally declared their intentions of becoming US citizens, or possesses a valid permanent resident ID card. (ORC 124.22 & ORC 124.23)

**WRITTEN COMPETITIVE EXAMINATION**

DATE: **THURSDAY, NOVEMBER 29, 2018**

TIME: **6:00 P.M.** PLEASE NOTE: APPLICANTS ARRIVING LATE WILL NOT BE GIVEN ADDITIONAL TIME TO COMPLETE THE EXAM. THERE WILL BE NO EXCEPTIONS REGARDLESS OF THE REASON. DOORS WILL OPEN AT 5:30 P.M.

PLACE: **Hubbard Municipal Building's Senior Center, 220 West Liberty Street, Hubbard, Ohio 44425**  
(entrance in rear of building)

TYPE: **Written competitive examination (ORC 124.23)**

NOTES:

1. Applicants are required to present a valid, government issued photo ID when signing in;
2. Applicants are not permitted to possess any electronic device(s) or paper(s) during the examination;
3. No visitors are permitted at the examination.

### **ADDITIONAL CREDIT**

Applicants obtaining a passing grade on the examination shall have added to their passing grade, which is not less than 70%, credit for the following:

- A. 20% for honorable military service as described in ORC 124.23C;

Documentation required for receiving additional percentage points shall be submitted to the City of Hubbard Civil Service Commission no later than the day of the written examination PRIOR to taking the written examination. Additional points may not exceed 20% of the applicant's passing score.

### **SCOPE OF EXAMINATION**

The scope of this examination shall be practical in character and shall relate directly to those matters which will fairly test the relative capacity of the person examined to discharge the particular duties of the position for which appointment is sought.

### **BREAKING OF EXAMINATION TIE SCORES**

If two or more applicants receive the same mark in an open competitive examination, priority in the time of filing the application with the City of Hubbard shall determine the order in which their names shall be placed on the eligible list, except that applicants eligible for veteran's preference under section 124.23 of the Revised Code shall receive priority in rank on the eligible list over nonveterans on the list with a rating equal to that of the veteran. Ties among veterans shall be decided by priority of filing the application. (ORC 124.26)

### **MISCELLANEOUS**

1. An applicant appointed to the position of original appointment utility billing clerk will be subject to a probationary period in accordance with state and local laws and collective bargaining agreements.
2. The City of Hubbard, Ohio is an equal opportunity employer.
3. Other conditions of employment/appointment/promotion must be met if applicable in accordance with Federal, State and Local laws, Civil Service Rules and current collective bargaining agreements.
4. This posting supersedes any previous posting/announcements or practices for the position of utility billing clerk by the City of Hubbard, Ohio Civil Service Commission.
5. It is the responsibility of the applicant to keep on file with the City of Hubbard, Ohio Civil Service Commission a current address and phone number where the applicant can be contacted.

City Use ONLY: Date received: \_\_\_\_\_ Time Received: \_\_\_\_\_ Rec'd by initials: \_\_\_\_\_

**City of Hubbard, Ohio**  
**Employment Application**

Position applied for: \_\_\_\_\_

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Other phone: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Issue State: \_\_\_\_\_

Are you a U.S. Citizen or permanent resident alien? Yes \_\_\_\_\_ No \_\_\_\_\_

**EDUCATION**

High School name and address: \_\_\_\_\_

Highest grade completed? \_\_\_\_\_ Graduated? \_\_\_\_\_ Subjects studied? \_\_\_\_\_

College name and address: \_\_\_\_\_

Number of credit hours completed? \_\_\_\_\_ Subjects studied? \_\_\_\_\_

Graduate, Trade or Business School name and address: \_\_\_\_\_

Degrees / Certificates attained? \_\_\_\_\_

\_\_\_\_\_

**MILITARY**

Branch of Service: \_\_\_\_\_ Military Specialty: \_\_\_\_\_

Years/Months/Days of Active Duty Service: \_\_\_\_\_

Highest rank achieved: \_\_\_\_\_ Military Schools Attended: \_\_\_\_\_

**EMPLOYMENT HISTORY (MOST RECENT FIRST)**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Position held: \_\_\_\_\_ Last salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Position held: \_\_\_\_\_ Last salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Position held: \_\_\_\_\_ Last salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

**PROFESSIONAL & CHARACTER REFERENCES**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**SPECIAL SKILLS**

List any skills or qualifications you feel you have to qualify you for this position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the above is true and complete and understand that, if employed, falsified statements on this application may be grounds for immediate dismissal and/or prosecution. The companies, schools and persons named above may give information regarding me and my history and I hereby release all entities from liability for providing such information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The City of Hubbard, Ohio is an equal opportunity employer*