

GENERAL CLERK GC1

Public notice is hereby given by the Parma Civil Service Commission of an open competitive exam for the position of General Clerk GC1 for the Parma City School District.

FILING OF APPLICATION

Application must be made on the regular application form obtainable at the office of the Civil Service Commission, 6611 Ridge Rd. Parma, Ohio (located in the lower level of Parma City Hall) Your application must be properly filled out and returned by Monday, October 6, 2025, at 4:30 p.m. **There is a \$15.00 non-refundable fee to take the written exam. Said fee is due upon filing application (payable in cash or money order made out to the City of Parma – NO PERSONAL CHECKS). Said fee will be waived with proof of financial hardship.**

EXAMINATION

TIME: 5:00 p.m. (in the evening) on Thursday, October 9, 2025
PLACE: Normandy High School, 2500 W. Pleasant Valley Rd., Parma, Ohio 44134
TYPE OF Multiple-choice written exam relating to clerical skills and interpersonal relations, etc. A passing point of 70% will be used. The performance typing exam will be given on a computer and typing speed is 30 wpm. The performance exam is strictly pass/fail and will be held on the same evening at Normandy HS, Room 226 Computer Lab. You must pass both the written and performance exam to be placed on the Eligible list for the General Clerk GC1.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO EXAMINATION

EXPERIENCE: One year experience in general office work; ability to type 30 wpm; ability to operate standard office equipment. (See attached job description)
CITIZENSHIP: Must be United States citizen or be in the United States legally.
SECURITY: Job offer conditional upon passing Bureau of Criminal Investigation background check.
SALARY: \$17.30, after completion of 75 working days probation \$17.75
VETERANS on entrance exams who present a certificate of service or honorable discharge papers when filing their application shall receive 20% of their score additional provided, they make a passing score.

According to O.A.P.S.E. contract Article 6.5 present employees of the School Board who pass a Civil Service test shall be placed on a Preferred Eligible List for the test(s) for which they pass.

Reasonable accommodation is available to all applicants. If you have a disability that needs to be accommodated, please contact the Civil Service Commission Office.

By order of the Parma Civil Service Commission
Timothy Boyko, Chairman
Daniel Hoffman
An Equal Opportunity Employer

JOB DESCRIPTION

PARMA CITY SCHOOL DISTRICT
5311 Longwood Ave. • Parma, Ohio 44134

GENERAL CLERK

WORK SCHEDULE: 38-52 Weeks

JOB CLASSIFICATION: GC1

SALARY SCHEDULE: G; Code E

CIVIL SERVICE: Classified

RESPONSIBLE TO: Building Principal

QUALIFICATIONS:

1. Knowledge of modern office practices and procedures.
2. Ability to operate standard office equipment.
3. Ability to keep records accurately.
4. Ability to assist with telephone communications in a professional manner.
5. Ability to type 30 words per minute.
6. Knowledge of proper filing methods and procedures.
7. Minimum competency in mathematical skills.
8. Ability to meet deadlines.
9. Ability to maintain confidentiality of information.
10. One year of related office experience or equivalent.
11. Possess regular and predictable attendance.

MAJOR FUNCTIONS: Under general supervision, performs general clerical duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. General typing which may include requisitions, reports, bulletins, letters, memos, etc.
2. Keep appropriate records.
3. Maintain and compile data for reports.
4. Perform general filing.
5. Perform bookkeeping functions and maintain reports necessary to this function.
6. Answer the telephone in a gracious, business-like manner.
7. Be responsible for general office routine unique to that office.
8. Mobile Unit clerks will schedule students for services, and accompany students to and from neutral sites.
9. Perform other duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this position, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.
2. The position requires the individual to be able to interact with the public and other staff, meet demands from several people and work alone.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.