

# **PUBLIC NOTICE**

## **2018 LABORER ENTRANCE EXAM CITY OF HIGHLAND HEIGHTS CIVIL SERVICE COMMISSION**

The City of Highland Heights Civil Service Commission will conduct a competitive entrance examination for the position of full-time Laborer on Saturday, May 19, 2018 at the Highland Heights Community Center, 5827 Highland Road, Highland Heights, Ohio 44143. Registration is 8:00 a.m. to 8:45 a.m., strictly enforced. Written test is 9:00 a.m. – 11:00 a.m. A minimum score of 70% on the written test is required to be further considered for this position.

Applications to take the written test may be obtained and must be returned to the Highland Heights Service Department beginning April 16, 2018 through May 11, 2018, 7:30 a.m. to 4:00 p.m., excluding weekends. Applications may also be obtained at the City website [www.highlandhts.com](http://www.highlandhts.com). The deadline to file an application is May 11, 2018 by 4:00 p.m. at the Service Department. Only the first one hundred (100) applications filed will be accepted. The earliest filed applications will take precedence in cases of tie scores. The Service Department building is located behind and to the east of the Fire Department and is the easternmost building on the municipal complex.

Applicant shall be a citizen of the United States and be at least eighteen (18) years of age on or prior to the written test. At time of filing, the applicant must submit a completed Application for Employment form, a completed Authorization to Obtain Motor Vehicle Driving Record form, a color copy of valid State of Ohio Class “B” CDL or higher certification, a copy of high school diploma or GED certification, a copy of birth certificate or U.S. Passport or U.S. Naturalization Certificate and a \$15.00 non-refundable filing fee in the form of cash or check payable to the City of Highland Heights.

Compensation: Minimum hourly rate of \$18.46

The Commission reserves the right to change the dates and locations of the tests.

**EQUAL OPPORTUNITY EMPLOYER**