

NOTICE OF CIVIL SERVICE EXAMINATION

Notice is hereby given that the Cuyahoga Falls Civil Service Commission will administer an open-competitive Written Examination for the following position:

**ACCOUNT CLERK II
CITY OF CUYAHOGA FALLS, OHIO**

DATE, TIME, & PLACE OF EXAMINATION:

Wednesday, June 19, 2019 at Cuyahoga Falls High School cafeteria, 2300 Fourth Street, Cuyahoga Falls, OH 44221. Registration begins at 5:00 P.M. The written examination will begin promptly at 6:00 P.M.

JOB SUMMARY:

Under the direction of the Utility Billing Manager, performs routine clerical, cashiering, bookkeeping, administrative, and data processing work in the complete billing process related to utilities and other public services.

QUALIFICATIONS:

Applicant must possess a high school diploma or GED equivalent, preferably supplemented by specialized coursework in general office practices such as keyboarding, accounting and/or data processing; or any combination of education and experience that provides the required knowledge, skills and abilities to perform the essential functions of the job.

REQUIREMENTS:

Applicant must certify that he/she currently does not use tobacco products and, if hired, must refrain from using all tobacco products for the duration of employment with the City of Cuyahoga Falls.

Applicant must possess a valid State of Ohio driver's license and maintain continuing eligibility under the City's driver eligibility standards.

Applicant must have knowledge of computers and electronic data processing; and modern office practices and procedures.

Applicant must be skilled in the operation of a multi-line telephone, personal computer, copy machine, fax machine, and calculator.

Applicant must have the ability to perform mathematical computations accurately and quickly; communicate effectively verbally and in writing; establish successful working relationships; work under pressure and/or with frequent interruptions; work with disgruntled or difficult customers; accept responsibility for team building and customer satisfaction.

Essential Job Functions: Performs cashier duties in the acceptance of utility and other payments; reads computer files or gathers records such as meter cards, purchase orders, invoices, ticket books, etc. to compile needed data; enters information into computer or computes amounts due; prepares invoices; posts transactions to accounting records such as worksheet, ledger, or computer files; processes work orders for utility disconnections, reconnections, new orders, and other public works service requests; processes meter reading data; prepares and mails utility bills; maintains current customer account files; assists in reconciling utility billing activity with the general ledger; receives telephone calls and citizen visits concerning utility billings or services; and pursues collection of delinquent utility accounts.

EXAMINATION:

Written. NO REVIEW WILL BE GRANTED FOR THE WRITTEN EXAMINATION.

EXAMINATION**PROCESSING FEE:**

\$25.00, non-refundable, payable in cash or money order (NO PERSONAL CHECKS), due with completed application.

ENTRY LEVEL SALARY: Starting pay is \$19.89 per hour. After 5 successful years of service the pay is \$23.89 per hour.

EXTRA CREDIT:

20% extra credit for an applicant who has completed service in the uniformed services, and has been honorably discharged, or has transferred to the reserve with evidence of satisfactory service, or is a member of the national guard or a reserve component of the armed forces of the United States who, at the time of the examination, has completed more than 180 days of active duty service pursuant to an executive order of the president of the United States or an act of the congress of the United States.

OR

15% extra credit for any applicant who is a member in good standing of a reserve component of the armed forces of the United States, including the National Guard.

Copy of Form DD-214 (proof of honorable discharge) or certificate of service must be submitted with application to be eligible for extra credit.

APPLICATIONS may be obtained from the Department of Human Resources/Civil Service Office, City Building, 2310 Second Street, Cuyahoga Falls, OH, 44221, MONDAY - FRIDAY, 8:00 A.M. - 5:00 P.M., or visit www.cityofcf.com to print the Notice of Exam and Civil Service application.

COMPLETED APPLICATIONS Fee (\$25.00 / **NO PERSONAL CHECKS**), and extra credit certificates, if applicable, must be submitted to the Civil Service Office, City Building, 2310 Second Street, Cuyahoga Falls, 44221, either in person or by mail, **postmarked no later than Wednesday, June 12, 2019.**

The eligibility list established from this examination will be in effect for one year.

APPLICANTS ARE PERMITTED TO BRING A CALCULATOR
(NO CELL PHONE CALCULATORS PERMITTED)

BY ORDER OF THE CIVIL SERVICE COMMISSION
EEO/ADA