

CIVIL SERVICE NOTICE
Service Department Laborer
(Please see Job Description)

- Pay Scale:** Entry level hourly wage AFSCME union contract, Article 33, Section 1
- Probationary Period:** Per AFSCME union contract, Article 14, Section 2
- Application:** Applications may be obtained from the Website (cityofnorton.org) or at the Administration Office, at the City Administration Building, 4060 Columbia Woods Drive, Norton, Ohio 44203, between the hours of 8:00 a.m. and 4:30 p.m. M-F.
- Deadline:** Application packets must be returned or emailed to (adminasst@cityofnorton.org) **with all accompanying documentation for extra credit and FEE** no later than **December 21st, 2018 prior to 4:00 p.m.** to the City of Norton Safety Administration Building, 4060 Columbia Woods Drive, Norton, Ohio 44203.
- Fee:** **Applicants must submit a non-refundable cashier's check or money order for the amount of twenty-five dollars (\$25) prior to the close of business on December 21, 2018, payable to City of Norton. Payments must be received by December 21st, 2018:**
- City of Norton**
Attn: Administrative Assistant
4060 Columbia Woods Drive
Norton, OH 44203
- Test Date:** Will be administered on January 26, 2019 Sign in begins at 9:30, test begins at 10:00.
- Location:** **Norton Fire Division Training Room**
3380 Greenwich Rd. Norton, OH 44203.
Park in LOWER LEVEL parking lot "behind" station.
- Minimum Qualifications:**
- I. Applicant must be a citizen of the U.S. or show legally declared intention to become a citizen of the U.S.

- II. Applicant must be at least 18 years old and have a high school diploma or GED.
- III. Applicant must have a valid DL and acceptable driving record.
- IV. Applicant must have general knowledge of tools and equipment necessary for municipal snow and ice control, grounds, and maintenance.
- V. Applicant must possess physical strength to perform heavy manual labor work, and have the ability to lift up to 100 lbs.
- VI. Applicant must possess effective communication skills.

***Veteran's Credit:** For preference credit to be considered in the amount of **two (2) points** applicant must provide **written proof with the application** of Military Service and Honorable Discharge in the form of a **DD214**.

***CLD-A / B Credit:** Credit shall be given in the amount of **two (2) points** for a **CLD-B**. Credit shall be given in the amount of **three (3) points** for a **CDL-A**. You must provide a copy of your CDL License to apply for the Laborer position.

***Residence Credit:** For preference credit to be considered in the amount of **one (1) point**, applicant must provide notarized proof of such residence with the application (see application questionnaire for Residence Credit form).

In the event that two (2) or more applicants are considered as a "tie" (after preference credits are calculated, priority to the time of filing the application shall determine the order in which their names shall be placed on the eligibility list.

The Civil Service Commission will rank order the applicants based upon information submitted with your application and send them to the appointing authority.

The City of Norton is an Equal Opportunity Employer. No applicant shall be discriminated against on the basis of race, religion, color, creed, national origin, disability, age, or sex.

The Appointing Authority may require that the qualifying candidates to complete a comprehensive medical-physical/drug, vision-hearing, polygraph and/or psychological examination prior to selection.

**Extra credit shall ONLY be added to an Applicant's examination grade after the Applicant achieves at least the minimum passing grade of 70 on the written examination. (ORC 124.31)*

NORTON CIVIL SERVICE COMMISSION
JC/PD/AB