

THE CIVIL SERVICE COMMISSION OF DOVER, OHIO ANNOUNCES AN OPEN  
COMPETITIVE MERIT EXAMINATION FOR:

CLASSIFICATION TITLE:

**SECRETARY**

**DOVER BOARD OF EDUCATION AND/ OR CITY OF DOVER**

DATE: Tuesday, June 25, 2019

TIME: 6:00 P.M.

LOCATION: Dover High School Cafeteria, 520 North Walnut, Dover, OH

PURPOSE:

The examination is being given to establish an eligibility list. Passing the exam does not guarantee job placement. Applicant's name will be placed on an eligibility list and preference for employment will be given in accordance with your examination score.

APPLICATION FOR EXAMINATION:

All applicants will need to complete an application prior to the examination and submit the application by Wednesday, June 19, 2019 at 4:00 p.m. Locations to obtain and submit an application are the Dover City Schools Administration Offices at 219 W. Sixth Street, Dover, Ohio and at the Dover Mayor's Office 104 E. Third Street, Dover, Ohio.

SCOPE OF THE EXAMINATION

The examination will consist of a written exam. Successful candidates will be required to pass all pre-employment testing including but not limited to a medical examination and a background check.

MINIMUM QUALIFICATIONS:

1. High School Graduate or G.E.D.
2. Basic computer and typing skills.
3. Be knowledgeable of office procedures.
4. Good communications skills.
5. Have filing ability.
6. Must be able to work cooperatively with students, staff and community.

MILITARY SERVICE CREDIT:

Eligible applicants must obtain a passing grade of 70% on the written exam and submit proof of an honorable discharge along with their Civil Service Application in order to receive a 5% credit of the test grade.

BY ORDER OF THE  
DOVER CIVIL SERVICE COMMISSION  
AN EQUAL OPPORTUNITY EMPLOYER

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