

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 6/26/15 Im

ANNOUNCEMENT NO. 64A

COPY CENTER OPERATOR

(OPEN)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of an Open examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is \$10.00 - \$19.70 per Hour.

FILING OF APPLICATION

Application must be made on the regular application form available on-line or at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON FRIDAY, JULY 10, 2015 UNTIL 4:30 P.M. ON THURSDAY, AUGUST 6, 2015.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, AUGUST 6, 2015.

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: WRITTEN TEST Applicants will be notified of the time, date, and place of the exam by U.S. Mail.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

NOTE: Those persons who have already filed for this exam but have not tested yet do not need to file another application.

DUTIES OF THE POSITION

Under general supervision, performs manual and machine tasks in support of a full-service reprographic operation. Prepares, processes, and maintains records. Conducts basic equipment maintenance. Maintains a clean and orderly work area. Performs equivalent duties at the Division of Printing as directed. Delivers finished product to customers. Performs job-related tasks as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School diploma or GED is required. Five (5) years of full time paid experience in a print shop or successful completion of an accredited post-secondary program in printing equipment operation is required. A valid State of Ohio Driver's License is required. Must have the ability to lift and carry approximately 60 (sixty) pounds. Proficiency with a variety of print shop equipment including high-speed production copiers is required. Must be knowledgeable of all major printing processes including digital printing systems. Must have a thorough understanding of print shop safety practices.

NOTE: Minimum qualifications must be met as of the last day of the filing period unless otherwise stated.

NOTE: Applicants will be required to pay a \$10.00 (TEN DOLLARS) filing fee payable in cash or money order (no checks). Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination. Any applicant who can provide proof of unemployment, public assistance, or indigence is exempt from the filing fee. A copy of such proof must be included with the application.

NOTE: Those persons who are residents of the City of Cleveland for at least one year at the date of filing and who received passing scores shall have ten (10) additional points added to their grades. A list of acceptable forms of proof of residency applicants need to present at the time of filing is included with the application.

NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.

NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.

AN EQUAL OPPORTUNITY EMPLOYER

APPLICANT CHECKLIST: READ CAREFULLY

MUST MEET MINIMUM QUALIFICATIONS OF POSITION
APPLICATIONS MUST BE RETURNED IN PERSON BY THE APPLICANT!!!!

BEFORE SUBMITTING YOUR COMPLETED APPLICATION, PLEASE REVIEW THE FOLLOWING CHECKLIST

DURING THE LIFE OF THE ELIGIBILITY LIST, YOU MUST NOTIFY CIVIL SERVICE OF ANY CHANGES OF ADDRESS. FAILURE TO DO SO WILL RESULT IN YOUR REMOVAL FROM THE LIST	DONE
COMPLETED APPLICATION FORM (DO NOT STATE "SEE ATTACHED RESUME"). IT IS YOUR RESPONSIBILITY TO PROVIDE COPIES OF ENCLOSURES AND ATTACHMENTS	
SIGN AND DATE THE COMPLETED APPLICATION (It does NOT have to be notarized).	
COPIES OF EIGHT DOCUMENTS THAT PROVE BONA FIDE RESIDENCY IN THE CITY OF CLEVELAND FOR <u>AT LEAST ONE YEAR</u> (4 current AND 4 from one year ago).	
COPY OF HIGH SCHOOL DIPLOMA OR GED CERTIFICATE (If you have an Associate's or a Bachelor's Degree no copy of H.S. Diploma/ GED is necessary, but you must submit copy of Degree). In lieu of a High School Diploma, a transcript is acceptable as is a letter from your high school or board of education (on their letterhead) indicated that you graduated.	
CURRENT RESUME OR OTHER INFORMATION IN YOUR APPLICATION INDICATING THE REQUIRED EXPERIENCE . (FIVE YEARS OF FULL TIME PAID EXPERIENCE IN A PRINT SHOP OR SUCCESSFUL COMPLETION OF AN ACCREDITED POST-SECONDARY PROGRAM IN PRINTING EQUIPMENT OPERATION IS REQUIRED)	
COPY OF VALID STATE OF OHIO DRIVER'S LICENSE.	
THE THREE (3) CARDS IN THE APPLICATION MUST BE COMPLETED (This includes the job classification on the top line of each card as well as your name and address. <u>Leave ID number blank</u> ; we will assign this to you.)	
COPY OF PROFESSIONAL LICENSE(S) OR CERTIFICATIONS.	
Any other information or materials that demonstrate your qualifications and experience for this position. IT IS ESSENTIAL THAT YOU DESCRIBE YOUR EDUCATION AND EXPERIENCE AS COMPLETELY AS POSSIBLE. AMBIGUITY OR VAGUENESS WILL NOT BE DECIDED IN AN APPLICANT'S FAVOR. YOUR APPLICATION PACKET SHOULD CLEARLY DEMONSTRATE THAT YOU MEET OR EXCEED <u>EACH</u> OF THE MINIMUM QUALIFICATIONS. A cover letter is welcomed but not required.	

THE ABOVE INFORMATION MUST BE INCLUDED IN YOUR APPLICATION PACKAGE **AT THE TIME OF FILING**. IF THESE ITEMS ARE NOT INCLUDED, YOUR APPLICATION MAY NOT BE ACCEPTED OR APPROVED.

ANYONE WHO WISHES TO REQUEST AN ACCOMMODATION MUST DO SO **AT THE TIME OF FILING**. THE COMMISSION WILL CONTACT THE INDIVIDUAL CONCERNING SUCH ACCOMMODATION PRIOR TO THE EXAMINATION. THE COMMISSION MAY REFUSE TO PROVIDE SUCH ACCOMMODATION IF IT IS NOT REASONABLE OR WOULD CONSTITUTE AN UNDUE HARDSHIP. CURRENT (WITHIN ONE YEAR) DOCUMENTATION SUPPORTING THE NEED FOR THE REQUESTED ACCOMMODATION IS REQUIRED. SUCH DOCUMENTATION SHOULD BE SUBMITTED AT THE TIME OF FILING.

COPY CENTER OPERATOR (Open)
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RESIDENCY POINTS

§74 of Charter of the City of Cleveland states:

A person who is a bona fide resident of the City of Cleveland for at least one year and desires to take an entrance level civil service examination, as determined by the Civil Service Commission, at the time of filing his or her application for examination, shall, if a passing grade is attained, as determined by the civil service bulletin for such examination, have added to his or her raw score ten (10) points.

OR

A resident of the City of Cleveland for at least one year from the date of filing of an application for a promotional civil service examination, who receives a passing grade on that promotional examination, shall have added to his or her raw score five (5) points.

In order to be considered for the extra points, you must submit COPIES of 4 different proofs of residency from ONE YEAR AGO and 4 different proofs of residency that are CURRENT. Such proofs include:

**Driver's License
Bank Statements
Utility Bills
Mortgage or Lease
Bills
Other Mail (Postmarked)
Insurance Statement**

SO, THIS MEANS THAT YOU MUST SUBMIT AT LEAST EIGHT (8) ITEMS OF PROOF FOR RESIDENCY CREDIT!!!!