



Civil Service Commission

CIVIL SERVICE ANNOUNCEMENT

ACCOUNT CLERK III

The Springfield Civil Service Commission announces an OPEN-COMPETITIVE examination for the CLASSIFIED position of ACCOUNT CLERK III in the Finance Income Tax Division. Application materials may be downloaded at www.springfieldohio.gov (Employment Tab). Submit original applications with resumes, no faxed or emailed documents are accepted.

- LAST DATE FOR FILING APPLICATION: July 18, 2016 *Before 5:00 PM
PLACE OF FILING APPLICATION: City Hall, Personnel Dept., 3rd Floor
76 East High Street, Springfield, Ohio 45502
DATE, TIME, AND PLACE OF EXAMINATION: TO BE ANNOUNCED
PAY RANGE: \$14.33 - \$18.28 per hour
EXAMINATION CUT-OFF SCORE: 70%

This is complex, responsible financial and analytical work in maintaining and reviewing financial accounts and records. Work involves responsibility for a broad range of accounting activities such as the processing of complex billings or adjustments; conducting investigational research on accounts; referring accounts for legal action; classifying new accounts; and keeping abreast of accounts that require ongoing maintenance.

This position requires graduation from high school or equivalent, with considerable experience in accounting work and office practices and procedures. Position requires combination of training and experience that provides the following knowledge, skills, and abilities: knowledge of clerical methods used in keeping and auditing fiscal accounts/records and office terminology, procedures and equipment; knowledge of accounting transaction practices and procedures and the ability to learn and apply local ordinances and regulations; ability to maintain effective working relationships with co-workers, supervisors, and the general public; the ability to maintain complex accounting records and prepare reports; the ability to understand and carry out complex oral and written directions.

CREDIT FOR MILITARY SERVICE: Applicants who have been honorably discharged from active duty in the armed forces of the United States are eligible to receive additional credit of their cumulative passing score. Proof (i.e., a copy of the honorable discharge certificate or the DD-214 specifying an honorable discharge) must be submitted with the application. NO CREDIT WILL BE GIVEN IF PROOF IS SUBMITTED AFTER THE FILING DEADLINE.

Natalie Payton (handwritten signature)

Natalie Payton
Personnel Analyst

07/05/2016