



CITY OF FAIRFIELD AND FAIRFIELD CITY SCHOOLS CLERK I - ACCOUNT CLERK I – CLERK IV - RECEPTIONIST

An open written exam and qualifying keyboard test for the entry-level positions of Clerk I and Account Clerk I for the City of Fairfield and Clerk IV and Receptionist for Fairfield City Schools will be conducted **Tuesday, March 14th at 6:00 pm**, in the Fairfield Intermediate School Cafeteria, 255 Donald Drive, Fairfield.

The scope of the written exam will be multiple-choice questions covering general clerical skills: grammar, punctuation, spelling, proofreading, analytical reasoning and math, standard business and accounting terminology, and Microsoft Word and Excel. A passing score of 70% is required on written exam as well as a qualifying net 40 WPM keyboarding skill assessment.

Clerk I and IV Duties: Establish and maintain orderly and systematic hard copy files, prepare and process accurate and presentable documents; generate requisitions, cost estimates and reports; compile numerical and alpha data into a spreadsheet or data base system and generate reports; process mail; and provide competent customer service.

Receptionist Duties: Greet and service needs of persons coming to school building, maintain high level of current information regarding operations and functions of building to answer questions of callers/visitors. Quickly learn and perform role of Key Operator for building telephone and voice-mail systems.

Qualifications for Clerks and Receptionist: Keyboarding of net 40 WPM; familiarity with current office practices, procedures and equipment; knowledge of Microsoft Word and Excel, knowledge of general clerical skills: spelling, grammar, punctuation, math, filing, and business and accounting terminology; the ability to communicate effectively orally and in writing, and successful completion of Civil Service exam.

Account Clerk I Duties: Compile, package and enter various numerical and text data into a computerized system; collect monies; provide competent customer service; perform minor audits; process cash and credit card payments; establish new residential and commercial accounts for billing purposes; document customer payments; process purchase orders and requisitions; prepare financial transactions and make deposits; reconcile petty cash and other accounts; process mail; and operate binding, folding, encoding and burster machines.

Qualifications for Account Clerk I: Keyboarding of net 40 WPM; effective communication skills, some experience and knowledge of general business, bookkeeping and accounting principles; knowledge of clerical skills; basic math skills; basic computer knowledge of Microsoft Word and Excel; six months general accounting or business experience; and successful completion of Civil Service exam.

Applicants Must Be: 18 years of age, for City employment, 21 years of age for School employment; possess a high school diploma or GED, and successfully complete a post-offer medical exam, drug screening, for City employment. The School District requires FBI/BCII checks and offers veteran preference with proof of an honorable discharge, DD214. Copy of DD214 must be turned in with application.

Applications for this exam will be accepted beginning Monday, February 13th. You can apply online by visiting www.fairfield-city.org. If you are not able to apply online you can apply with a paper application at the Fairfield Municipal Building, 5350 Pleasant Avenue, Fairfield, Ohio. Deadline to apply is 5 pm Monday, February 27, 2017. NO EXCEPTIONS. In the event of a tie score, priority in ranking is determined by the date and time the application is received.

PHOTO ID IS REQUIRED AT TIME OF EXAM.

Probationary Period: 6 Months-City; 9 Months-School

Salary Range: Clerk I & Account Clerk I: \$18.23 - \$21.41 Clerk IV: \$13.38 - \$14.44

Receptionist: \$13.89 - \$15.00

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