



# FAIRFIELD CITY SCHOOLS

## CLERK III

A written and skill competitive exam for the position of Clerk III will be conducted on Monday, February 27, 2017, at 6 pm, at the Fairfield Intermediate School, 255 Donald Drive, Fairfield.

Candidates for this position will perform routine bookkeeping, type accurate and presentable documents and correspondence from rough draft, establish and maintain orderly and systematic hard copy files, answer phones, operate modern office machines, perform varied clerical tasks and provide competent customer service. Candidates will initiate good judgment of administrative details in their performance of daily clerical routines.

Applicants must be 21 years old; have knowledge of bookkeeping procedure and terminology, familiarity with modern office practices, be competent in English composition including spelling and vocabulary; knowledge of basic math and filing procedures; ability to communicate effectively orally and in writing and perform general clerical duties; must be able to type a set number of keystrokes per minute on a computer numeric keypad.

SCOPE of the exam includes a written test of multiple-choice questions based on qualifications necessary for the position and a numeric keypad test. A qualifying net 135 kpm typing skill assessment is required as well as a passing score of 70% on the written exam to be included on an Eligibility List.

Applications will be available from the Receptionist at the Fairfield Municipal Building, 5350 Pleasant Ave., Monday-Friday, 8am-5pm beginning Monday, January 30, 2017. Deadline for applications is Friday, February 10<sup>th</sup>, 5 pm. **NO EXCEPTIONS.** In the event of a tie score on the written exam, after adding veteran preference points, priority in ranking is determined by the date and time the application is received. Fairfield City Schools offers veteran preference with proof of an honorable discharge, DD214.

Probationary Period: nine (9) months  
Salary Beginning at \$14.49 commensurate with experience

For the Commission:  
Lindsey Margerum

[www.fairfield-city.org](http://www.fairfield-city.org)

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