



## Civil Service Commission

City of Kent ■ 930 Overholt Rd, Kent, Ohio 44240 ■ 330-678-8101

---

# THE KENT CIVIL SERVICE COMMISSION ANNOUNCES A COMPETITIVE EXAMINATION FOR THE POSITION OF: **Construction Clerk**

---

<b><u>Exam Date:</u></b>	Wednesday February 28, 2018
<b><u>Exam Start Time:</u></b>	6:00 p.m.
<b><u>Exam Location:</u></b>	Kent Fire Department Training Room 320 S. Depeyster Street Kent, OH 44240
<b><u>Starting Wage (2018):</u></b>	\$19.68/ hour

---

*Examination will be used to establish an eligible list for the classification of Construction Clerk for one full time position with the City of Kent Community Development Department.*

**Application:** Applications and information may be obtained Monday through Friday from 8:00 a.m. to 4:00 at the City of Kent Service Administration Complex, 930 Overholt Road, Kent, Ohio (at the fork in the road at Cherry and Overholt). Both application and information are also available on the City of Kent's web site:

[http://www.kentohio.org/boards/civil\\_service.asp](http://www.kentohio.org/boards/civil_service.asp)

**Application Deadline:** Applications must be submitted to the Commission **by 3:00 p.m. on February 21, 2018**. Applications may also be emailed to **civilservice@kent-ohio.org**. *Please note:* in the event of tied scores on the examination, priority on the eligible list shall be decided by date and time the application was filed with the City of Kent's Civil Service Commission.

**Examination Process:** The Construction Clerk examination will consist of a written test to be administered on February 28, 2018, at 6pm. In order to be ranked on the eligible list, you must pass the exam with a minimum score of 70%. Those on the eligible list will then be contacted for a written practical skills test which will be scheduled at a later time. Please note that the skills test shall be graded on a pass/fail basis only.

## **Responsibility:**

Under general supervision, the Construction Clerk performs a variety of administrative and technical duties involved in providing assistance to the general public and contractors. Provides clerical assistance and support to the staff of the City's Engineering and Building Divisions.

## **Illustrative Duties:**

- Receive and review permit applications from customers; assess scope of project and relevant permit requirements;
- Educate customers regarding necessary permit and licensing requirements, as well as applicable local, state and federal code compliance regulations for projects;
- Identify and secure documentation of all necessary professional and/or trade certifications required for contractor licensing and permitting;
- Track submitted technical plans for proposed projects from the initial submission through entire plan review and approval process; Track financial progress of projects involving loan or grant funding from initial planning to project completion;
- Verify projects have obtained all necessary approvals from applicable professional staff, completes contract documents, and permits as authorized;
- Log and schedule inspection requests and prepare documentation needed by Division staff responsible for conducting field inspections;
- Calculate assessment charges and permit fees; Send written notification and billing statements for assessments and fees due; track and record payments upon receipt;
- Receive payments for designated items, including but not limited to permits, contractor licenses, bonds, solid waste disposal bags and seasonal materials;
- Maintains accurate and complete project and property files and completes monthly, quarterly and annual reports, pertaining to permit issuance, construction statistics, project related fees and grant fund use for local, state and federal government officials and agencies;
- Performs a variety of clerical and administrative support functions for the Division, including preparing and processing correspondence, scheduling of meetings, answering telephone and referring calls to appropriate staff; responding to inquiries and providing information to the public and other public agencies; collecting and entering inspection report data, processing incoming and outgoing mail, processing and maintaining Division payroll records; Provides same administrative support functions on a back-up basis for the Service and Community Development Departments;
- Prepares site plans and project files for electronic archiving and scans as necessary;
- Assists in the preparation and monitoring of the Division budget and project specific expenses and revenues;
- Perform related duties as required.

## **Working Conditions:**

The work environment of the Construction Clerk involves exposure to conditions generally found in an office setting. The Construction Clerk works with office equipment, such as computer hardware and software applications, telephone, tape recorder, 10-key adding machine, typewriter, binding machines, and copier machine with fax and e-mail capabilities. Within the office setting, the Construction Clerk will move, lift, and/or retrieve items of standard office use, such as paper by the ream or box, file record storage boxes and small office equipment. The Construction Clerk may be required to work evening and/or weekend hours in addition to a regular 40 hour work week.

### **Necessary Knowledge, Skills, and Abilities:**

- The Construction Clerk must possess good communication skills, which includes the ability to communicate orally and in writing with staff and externally with the public regarding permits, inspections, contractor licensing and applicable laws and procedures related to assigned area of responsibility;
- Knowledge of or ability to learn specialized software related to electronic permitting and inspection;
- Knowledge of federal, state and local laws, ordinances and regulations related to assigned area of responsibility;
- Ability to recognize basic construction terminology and typical components of building plans, site plans, aerial photographs and zoning land use maps;
- Ability to perform basic mathematical tasks including calculation of square footage of residential and commercial structures for determining assessments and permit fees;
- Ability to read and interpret real property legal descriptions and surveys;
- Knowledge of City's geography;
- Ability to perform in stressful situations and multitask in a busy office environment that requires extensive interaction with the public.

### **Necessary Education, Training, and Experience:**

High school diploma or equivalent. Any combination of supplemental education, training and experience, which indicates possession of the knowledge, skills and abilities listed above. One example of an acceptable qualification is: completion of twelfth grade of school, including or supplemented by course work in general office procedures and use of office technology.

### **Credit for Military Service:**

20% extra credit for an applicant who has completed service in the uniformed services, and has been honorably discharged, or has transferred to the reserve with evidence of satisfactory service, or is a member of the National Guard or a reserve component of the armed forces of the United States who, at the time of the examination, has completed more than 180 days of active duty service pursuant to an executive order of the President of the United States or an act of the Congress of the United States

OR

15% extra credit for any applicant who is a member in good standing of a reserve component of the armed forces of the United States, including the National Guard. The applicant must submit proof that the applicant successfully completed entry-level training.

Extra credit will be added to a composite score only after a passing score has been attained. A copy of the applicant's honorable discharge, the DD-214, or certificate of service **MUST BE SUBMITTED** with the Civil Service Application at the time of applying.

### **Accommodation for Testing:**

Applicants requesting an accommodation for testing must provide seventy-two (72) hours written notice to the Kent Civil Service Commission to have the request considered.

**Special Note:**

In order to be admitted to the February 28, 2018 written examination, applicants must present valid picture identification (such as a driver's license) at the exam site. Only those applicants that have filed a Kent Civil Service Application with the Civil Service Commission **by February 21, 2018 at 3pm** will be admitted to participate in the examination.

**The City of Kent does not unlawfully discriminate on the basis of race, color, religion, sex, nation origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in employment.**

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.*