

EXAMINATION ANNOUNCEMENT

CUSTODIAL HELPER YOUNGSTOWN CITY SCHOOL DISTRICT

| <u>EXAMINATION DATE</u> | <u>SALARY</u> |
|-------------------------|---------------|
| JUNE 1, 2019 | \$27,188.00 |

APPLICATIONS ACCEPTED FROM MAY 20, 2019 THROUGH MAY 30, 2019
City Hall will be closed on Monday, May 27, 2019 in observance of Memorial Day

GENERAL DUTIES: The **CUSTODIAL HELPER** performs a variety of janitorial tasks to keep school buildings clean; uses dust mops and wet mops on floors; empties waste baskets; washes windows and walls; cleans soiled or dirty areas, including bathrooms. Performs other duties as assigned by the Custodian. **Must be available to work when called out to work, often on very short notice.**

DESIRABLE QUALIFICATIONS: Must be in good physical condition; must be able to operate and use various tools and equipment in schools, shops, and warehouses. Applicants must have the ability to work with children and others. Must be neat, clean, and dressed appropriately for working with the public. Applicants who are offered employment will be required to take a drug test and a pre-employment criminal record check, at the applicant's expense (approximately \$94.00) before beginning work. Must have own transportation to work.

APPLICATION PERIOD: Applications will be accepted at the Youngstown Civil Service Commission Office, 7th floor, City Hall, Youngstown, Ohio, from May 20, 2019 through May 30, 2019. Business Hours: Monday through Friday from 8:00 a.m. to 4:00 p.m.
City Hall will be closed on Monday, May 27, 2019, in observance of Memorial Day

CALCULATORS MAY BE USED

WRITTEN EXAMINATION: The written exam will be given on Saturday, June 1, 2019, starting at 10:00 a.m. at Choffin Career and Technical Center, 200 E. Wood Street, Youngstown, Ohio. (Applicants must file an application prior to the close of the application period at the Youngstown Civil Service Office in order to be eligible for the examination).

ALL APPLICANTS MUST SHOW SOME FORM OF PHOTO-IDENTIFICATION (driver's license, for example) AT EXAMINATION CHECK-IN.

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BONUS POINTS WILL BE ADDED TO PASSING SCORES (70%) ON THE FOLLOWING BASIS:

20% - MILITARY (DD-214 showing 180 days of active duty service and proof of honorable discharge required) **15% - Reserve Component** – upon completion of entry-level training.

15% - PROOF OF CITY RESIDENCY (Submit four (4) different proofs of residency from one (1) year ago and four (4) different current proofs of residency – total of 8)

10% - TWO (2) OR MORE YEARS OF EXPERIENCE as a custodial worker (A letter from employer will be needed to verify years of experience)

5% - ONE (1) YEAR OF EXPERIENCE as a custodial worker (A letter from employer will be needed to verify years of experience)

PROOF OF BONUS POINT ELIGIBILITY MUST BE SUBMITTED BY THE CLOSE OF THE APPLICATION PERIOD. The maximum total bonus percentage attainable by an applicant is 20% of the applicant's passing score.

*****As provided for in Youngstown City Ordinance ORD-11-244 and in accordance with the City of Youngstown Charter, Section 52 (E) any candidate who is a bona fide resident of the City of Youngstown for at least one year immediately prior to an entry level examination and remains a resident citizen of the City of Youngstown throughout the selection process, 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, have a credit of fifteen percent (15%) added to his or her raw score. The Applicant must show proof of residency by providing the following: Driver's License, Bank Statements, Utility Bills, Mortgage Release/Lease, and/or Insurance Statements. In order to be considered applicants must submit four (4) different proofs of residency from one (1) year ago and four (4) current proofs of residency (**Total of 8**)