

**Notice of Examination  
Secretary – Safety/Service Department  
City of Wilmington**

The Civil Service Commission, City of Wilmington, Ohio announces an open, competitive, written Civil Service Examination for the position of Secretary for the Department of Public Safety/Service, City of Wilmington, Ohio.

**Application:**

Applications are available in the Human Resources Department, City of Wilmington, Municipal Building, 69 N. South Street, 2<sup>nd</sup> Floor, Wilmington, Ohio 45177. After completing the application return it to the above address on or before 3pm, Tuesday, January 30, 2018.

**Place of Examination:**

The written test will take place promptly at 5pm on Wednesday, February 7, 2018. In the Community room located in the Wilmington Municipal Building, 69 N. South Street, Wilmington, Ohio. Applicants will not be admitted after the examination begins.

**Qualifications:**

Applicants must have reached the age of 18. Applicant must pass the written examination, drug and alcohol screening, background investigation, and physical examination under the auspices of the Wilmington Civil Service Commission.

**Scope of Examination:**

As outlined above, the examination shall consist of written examination, drug and alcohol screening and background investigation. Applicant must receive a grade of 70 or above on the written test and pass all aspects of the other tests to be placed on the eligibility list. Applicants passing the written test shall be notified when and where to report for other tests.

**Credit for Military Service:**

Applicants who have been honorably discharged from active duty in the Armed Forces of the United States, and who are residents of the State of Ohio, are eligible to receive additional credit of 20% on their written examination in which a passing score is obtained. Proof (i.e., a copy of an honorable discharge or DD-214) must be submitted on or before the examination date or with the application.

**Eligibility List:**

When an applicant receives a passing score, his/her name is placed on the eligibility list. This list is arranged according to examination scores, from highest to lowest. When a vacancy exists, the appointing authority received the names of the ten highest persons on the list from which to choose and notifies them to report for an interview. Those not chosen after having their names submitted three times shall be removed from the eligibility list. The term of the eligibility list is one year.

Wilmington Civil Service Commission

*Jeanne Pope*  
Secretary