

**The City of Wooster**  
**Clerical Specialist – Full-time - Classified**

The Clerical Specialist is responsible for a variety of clerical tasks for the Police Division. The Clerical Specialist provides high quality customer service through prioritizing work with an emphasis on multi-tasking, uses judgment to apply procedures and methods to routine office tasks, correspondence, face-to-face and telephone inquiries from the public and internal customers.

**Applicants must meet the following:**

**MINIMUM QUALIFICATIONS:** Qualified candidates must have a high school diploma or equivalent. Associate's degree from an accredited educational institution in Business or related field is preferred. Candidates will have previous customer service experience. Microsoft Word and Excel work experience is also required. A valid motor vehicle license issued by the State of Ohio with a clean driving record is required. Ability to learn quickly, multi-task under high pressure, ability to view and process disturbing and confidential information, calmly resolve conflict, excellent interpersonal and communication skills.

**EXAMINATION PROCESS:** An unassembled Civil Service Examination will be administered for this position. Candidates meeting minimum qualifications will be contacted to schedule an oral examination. Passing applicants on the civil service examination will be placed on a Civil Service eligible list. Applicants will be processed for further testing from this list. Applicants must pass or meet all acceptable standards for all pre-employment assessments to meet qualifications and remain on the eligible list. Such examinations may include, but not be limited to: psychological and/or psychiatric examination, CVSA examination, background investigation, personality assessment and personal interview. The duration of the list will be one year or until exhausted.

A detailed job description and application can be found at <https://www.woosteroh.com/human-resources/careers>. The application deadline is Friday, February 4, 2022.

Special auxiliary aids for handicapped persons are available upon request. At least five (5) days notice is required prior to the Civil Service Examination. Requests must be made to the Human Resources Division 330-263-5254 during regular working hours.

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