

**The City of Wooster**  
**Account Clerk – Full-time – Classified**  
**Minimum starting wage - \$17.93**

The Account Clerk is responsible for providing excellent customer service to all customers, accurate account keeping, auditing, filing, typing, and related tasks.

**Applicants must meet the following:**

**MINIMUM QUALIFICATIONS:** Qualified candidates must have a high school diploma or equivalent. A degree or college level courses with an accredited institution in business or accounting is preferred. Candidates will have previous work experience in customer service and clerical accounting. A valid motor vehicle license issued by the State of Ohio is required. Must meet insurability guidelines. Previous work experience using computers/knowledge of Microsoft Office Products is required. Candidates will have excellent interpersonal and communication skills and the ability to calmly resolve conflicts.

**EXAMINATION PROCESS:** An assembled Civil Service Examination will be administered for this position. **Testing will be held on Wednesday, February 15<sup>th</sup> at 8:00am or 6:00pm OR Saturday, February 18<sup>th</sup> at 9:00am.** Testing will take approximately 1 hour to complete. Applicants meeting minimum qualifications will be scheduled for one of these sessions based upon available seating. 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, 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 Monday, February 6, 2023. To be considered for civil service credit for military service, veterans should include a copy of their DD-214 Military Discharge Papers (Member 4 –the type of discharge must be indicated) no later than February 6, 2023.

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.