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# CITY OF BRUNSWICK

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## BRUNSWICK CIVIL SERVICE COMMISSION ENTRANCE EXAMINATION - CLERK II, CITY OF BRUNSWICK

The Brunswick Civil Service Commission will give an open, competitive examination for the position of **CLERK II, CITY OF BRUNSWICK**. The examination consists of two parts: a written examination and computer skills (basic Windows, word processing & spreadsheet) test. The written portion of the examination will be given on **SATURDAY, May 4, 2019 at 9:00 a.m. at the Brunswick Recreation Center, 3637 Center Road, Brunswick, OH.**

The written test includes questions regarding spelling, grammar, math, bookkeeping, proofreading, filing, and reading comprehension. A minimum score of 70% is required to pass the written portion of the examination. **The computer skills portion of the exam will be given the day you register and/or turn in application, please allow one hour to complete this portion of the exam. Candidates must receive a passing grade (combined average) of 70% on the computer skills portion in order to take the written exam.**

Current wage range for a Part-Time Clerk II is \$9.50-\$20.87 per hour and the starting wage for a Full-Time Clerk II is \$16.51 per hour. Previous clerical or secretarial experience is preferred. Veterans who can show proof of honorable discharge (Form DD 214) prior to the examination are entitled to 5 points to be added to their passing written examination score. Additional points will also be given for the following:

Education: 2 points Assoc. Degree, 5 points Bach. Degree (total max. 5 points)

Experience: 1 point for each year of prior Municipal experience up to 5 points.

Qualified applicants must register for the examination by signing up and completing an application at Brunswick City Hall, Civil Service, 4095 Center Road, Brunswick, between the hours of 9:00 a.m. and 4:30 p.m. on the following dates only:

Thursday, April 4, 2019

Thursday, April 11, 2019

Friday, April 5, 2019

Friday, April 12, 2019

You can also print a copy of our employment application from our website, [www.brunswick.oh.us](http://www.brunswick.oh.us), and then fill it out and bring it with you when you register.

**All applications and documentation for extra points must be completed and returned to the office by 4:30 p.m. on Friday, April 12, 2019. No applications/documentation will be accepted after that time.**

For further information, please call 330-558-6805 on the dates listed above. **EOE**



4095 CENTER ROAD - BRUNSWICK, OHIO 44212

CITY HALL PHONE: (330) 225-9144 - FAX: (330) 273-8023 - POLICE & FIRE PHONE: (330) 225-9111 - FAX: (330) 225-6002  
<http://www.brunswick.oh.us>

