CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 9/13/13 de **ANNOUNCEMENT NO. 98**

MISCELLANEOUS INVESTIGATOR **(OPEN)**

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of an Open examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **$10.00 - $17.89** per Hour.

FILING OF APPLICATION

Application must be made on the regular application form available on-line or at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON FRIDAY, SEPTEMBER 27, 2013 UNTIL 4:30 P.M. ON THURSDAY, OCTOBER 3, 2013.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, OCTOBER 3, 2013

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: **EXPERIENCE EVALUATION: Applicant's grade will be determined based on Education and Experience found in Resume. Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.**

NOTE: **THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.**

DUTIES OF THE POSITION

Under supervision, makes investigations of a miscellaneous nature, such as investigations concerning complaints, violations of City ordinances, and delinquent accounts. Performs duties as required. TYPICAL TASKS: Conducts special investigations. Investigates complaints. Investigates delinquent water and heat accounts. Investigates relief order irregularities. Investigates damages to City property. Investigates reports of obstruction to public property. Investigates curb cuts. Checks establishments of secondhand dealers, scrap iron dealers, and barber shops. Checks the Legal News and Court records for information pertaining to investigations. Locates persons responsible for damages in government-owned property. Locates persons against whom the City has claims. Locates witnesses. Serves notices on store owners, tenement owners, and ordinance violators. Collects delinquent accounts. Issues, inspects, and investigates permits and licenses. Keeps records. Makes reports. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. Two years of full time paid investigative customer service or investigation experience is required, three years is preferred. A valid State of Ohio Driver's License is required. May be required to own or have access to a properly registered and insured motor vehicle. Must have good written and verbal communication skills. Must be computer proficient and be familiar with Microsoft Office Suites. May be required to obtain job specific certification after hire.

NOTE: **Applicants will be required to pay a $10.00 (TEN DOLLARS) filing fee payable in cash or money order (no checks). Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination. Any applicant who can provide proof of unemployment, public assistance, or indigence is exempt from the filing fee. A copy of such proof must be included with the application.**

NOTE: **Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.**

NOTE: **Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.**

AN EQUAL OPPORTUNITY EMPLOYER