CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 3/28/14 de

ANNOUNCEMENT NO. 38

ASSESSMENTS ANALYST

(NON-COMP)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a NON COMPETITIVE 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 \$20,800.00 to \$51.294.00 per Year.

FILING OF APPLICATION

Application must be made on the regular application form available 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, APRIL 11, 2014 UNTIL 4:30 P.M. ON THURSDAY, MAY 1, 2014.

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, MAY 1,

2014.

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

EXAMINATION INFORMATION

TYPE: EXPERIENCE EVALUATION: Applicant's eligibility will be determined based on Education and

Experience found in Resume.

NOTE: 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.

NOTE: THE ELIGIBLE LIST FOR THIS CLASSIFICATION WILL BE VALID FOR ONLY SIX MONTHS

FROM THE DATE OF ITS APPROVAL BY THE CIVIL SERVICE COMMISSION.

DUTIES OF THE POSITION

Under general supervision, performs accounting and analytical functions in accordance with established policies and ordinances related to assessments, certifications, and financial matters. Prepares and/or analyzes various financial reports and all data required to perfect an assessment. Advises on assessment cost estimates and methodologies. Verifies property values, ownership, and outstanding assessments. Prepares assessment notifications. Serves as a divisional liaison in matters related to assessments and special improvement districts. Performs other job-related duties as required. 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. A Bachelor's Degree in Accounting, Finance, Business, Public Administration, or related field from an accredited four year college or university is required. One year of full time paid experience in the Accounting/Business, or Consulting field in an analytical, accounting, statistician, or technical role is required. (Substitution: Two years of relevant full time paid experience may substitute for each year of college education lacking.) Should be knowledgeable in Microsoft Office Suite and various accounting software packages. Strong written and verbal communication skills are required. Must be able to lift and carry a minimum of 30 pounds. A valid State of Ohio Driver's License is required.

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.

<u>NOTE</u>: Any applicant who resigns or is dismissed from employment with the City of Cleveland will

have his/her name removed from the eligible list.

APPLICATION CHECKLIST: READ CAREFULLY MUST MEET MINIMUM QUALIFICATIONS OF POSITION APPLICATIONS MUST BE RETURNED IN PERSON BY THE APPLICANT!!!

BEFORE SUBMITTING YOUR COMPLETED APPLICATION, PLEASE REVIEW THE FOLLOWING CHECKLIST

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THE ABOVE INFORMATION MUST BE INCLUDED IN YOUR APPLICATION PACKAGE <u>AT THE TIME OF FILING</u>. IF THE ABOVE-MENTIONED ITEMS ARE NOT INCLUDED, YOUR APPLICATION MAY NOT <u>BE ACCEPTED</u>.

ANYONE WHO WISHES TO REQUEST AN ACCOMODATION MUST DO SO AT THE TIME OF FILING. THE COMMISSION WILL CONTACT THE INDIVIDUAL CONCERNING SUCH ACCOMODATION PRIOR TO THE EXAMINATION. THE COMMISSION MAY REFUSE TO PROVIDE SUCH ACCOMODATION IF IT IS NOT REASONABLE OR WOULD CONSTITUTE AN UNDUE HARDSHIP. THE COMMISSION WILL REQUIRE CURRENT (WITHIN ONE YEAR) DOCUMENTATION SUPPORTING THE NEED FOR THE REQUESTED ACCOMODATION. SUCH DOCUMENTATION SHOULD BE SUBMITTED AT THE TIME OF FILING.