

PUBLIC NOTICE

CIVIL SERVICE EXAMINATION: THURSDAY, APRIL 9, 2026

CITY OF BARBERTON, OHIO

AN EQUAL OPPORTUNITY EMPLOYER

PLEASE READ THIS NOTICE CAREFULLY PRIOR TO COMPLETING APPLICATION

POSITION:

JOB TITLE Account Clerk

DEPARTMENT Utilities, Building, Finance and Planning

BENEFITS Starting salary is \$20.63 per hour. This is a Bargaining Unit position (A.F.S.C.M.E.). Subsequent increases, if any, will be contained in a collective bargaining agreement. Benefits include medical, prescription, dental, vision, life insurance, vacation, sick leave, and pension.

MINIMUM QUALIFICATIONS:

EDUCATION Completion of secondary education (high school or GED) supplemented by courses in general business or accounting and computer operations; one (1) year experience in an office environment with data entry experience or equivalent. Must have experience using Microsoft Office.

NATURE OF WORK Entry level Account Clerk performs a variety of clerical and administrative duties including data processing, accounting or other financial functions to assist with the efficient operation of the department or division to which the employee is assigned.

PHYSICAL Use of tobacco or tobacco products is prohibited on City property or in City vehicles.

WRITTEN EXAMINATION:

Testing: In addition to a written Civil Service test, applicants will be subject to an oral interview, background check, physical examination, and such other examinations relative to the position. Extra credit may be obtained where applicable and will be added to a passing score of 70%. (See "Extra Credit")

Date: **Thursday, April 9, 2026**

Time: 6:00 PM (Photo identification is required)

Location: Barberton Active Adult Center
500 W. Hopocan Ave, Barberton, OH 44203

APPLICATIONS AVAILABLE Monday, March 9, 2026
Barberton Municipal Building / Main Lobby
576 W. Park Avenue
[Application Link](#)

RETURN APPLICATIONS In person with \$20.00 application fee (cash)
Barberton Municipal Building/Civil Service Office, Room #102
Monday through Friday
9:00 AM – 12:00 PM and 2:00 PM – 4:00 PM
Evening: April 1, 2026, until 6:00 PM

Application and proof of extra credit must be returned in person, along with a non-refundable application fee of \$20.00 CASH to the Civil Service Office. Please bring a valid State of Ohio driver's license.

Application deadline is **Thursday, April 2, 2026, at 4:00PM.**

Notify Civil Service Commission of change of address, phone or email. Failure to notify the Commission of changes could result in removal from the hiring process or removal from the Certified Eligible List. Contact Civil Service Secretary, Michelle Wolfe, at mwolfe@cityofbarberton.com or 330.848.6710. *Failure to notify the Commission of changes could result in removal from the hiring process or removal from the Certified Eligible List.*

EXTRA TEST CREDIT AVAILABLE

(25 Point Maximum)

MILITARY SERVICE:

20% An applicant who has completed service in the Uniform Services, who has been honorably discharged from the Uniform Services or transferred to the Reserve with evidence of satisfactory service, and who is a resident of this state and any member of a reserve component of the armed forces of the United States, including the Ohio National Guard, who has completed more than one hundred eighty (180) days of active duty service pursuant to an Executive Order of the President of the United States or an act of Congress may file a Certificate of Service or honorable discharge shall receive a credit of twenty percent (20%) of the person's total grade. A person who receives an additional credit under this section shall not receive an additional credit pursuant to Rule VI, Section (7)(b) of the City of Barberton Civil Service Rules, Regulations, and Procedures. (Form DD214 required)

RESERVE COMPONENT OF THE ARMED FORCES OF THE UNITED STATES:

15% An applicant in good standing of a reserve component of the armed forces of the United States, including the Ohio National Guard, who successfully completes the initial entry-level training shall receive a credit of fifteen percent (15%) of the person's total grade given in the examination in which the person receives a passing grade.

RESIDENCY:

5% Five percent credit to those who pass the Civil Service test and who can demonstrate residency ***within the corporate limits*** of the **City of Barberton** for a period of one year prior to the date of application receipt. A signed affidavit will be accepted as proof of residency. Residency must be established at least 1 year prior to date of application. See attached Residency Affidavit for definition. The Residency Affidavit must be signed and notarized by a State of Ohio Notary Public or military notary. A notary public will be available in the Civil Service Office for your convenience (no charge). Applicants may be required to provide additional proof of residency upon the request of the Commission.

PRIOR CITY EMPLOYMENT:

0.1 1/10 (One Tenth) of a point will be given to those who pass the Civil Service test for each month of prior work experience with the City of Barberton. Prior employment will be verified by the City. **IT IS THE APPLICANT'S RESPONSIBILITY TO NOTIFY THE CIVIL SERVICE COMMISSION OF PRIOR CITY OF BARBERTON EMPLOYMENT SERVICE.**