

**PUBLIC NOTICE**  
**CIVIL SERVICE RESUME EXAMINATION**  
**CITY OF BARBERTON, OHIO**  
**AN EQUAL OPPORTUNITY EMPLOYER**

PLEASE READ THIS NOTICE CAREFULLY PRIOR TO FORWARDING RESUME

**POSITION**

Job Title: Recreation Services Clerk, Parks and Recreation Department

Classification: Classified/Bargaining  
Full Time/Non-exempt  
Starting rate \$23.41 per hour.

Benefits: 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.

Summary: Provides clerical and administrative support, assisting with the coordination of programs and events, and regularly interacts with the public supporting the efficient operation of the department.

**MINIMUM QUALIFICATIONS**

Completion of secondary education (high school or GED) supplemented by courses in Recreation/Business or related field, plus one year experience or equivalent combination of training and/or experience. Must have experience using Microsoft Office (Word, Excel, Outlook).

**LICENSURE AND CERTIFICATION REQUIREMENTS**

Must pass BCI/FBI background check. Must possess and maintain a valid State of Ohio driver's license, plus must be able to qualify for and remain insurable under the City's vehicle insurance policy. American Red Cross cardiopulmonary certification with additional training in first aid.

**MINIMUM ACCEPTABLE CHARACTERISTICS (\*Indicates developed after employment):**

Knowledge of: Division policies and procedures;\* modern business office practices and procedures; English grammar and spelling; records management; data processing techniques; registration software\*.

Skill In: Operation of modern office equipment; computer operations including data entry and exceptional skill in Microsoft Office, (Word, Excel, Outlook), to use all of the features of a copier, FAX, with email capability copy machine.

Ability to: Obtain Professional Parks and Recreation certifications as needed by department\*, carry out instructions in written, oral, or picture form; read, copy, and record figures accurately; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from the public and/or officials; maintain records according to established procedures; develop and maintain effective working relationships; communicate effectively.

**OTHER**

Pre-employment medical examination is required.

**EXAMINATION INTERVIEW**

Only those applicants who meet the Minimum Qualifications as outlined in this Notice will be interviewed for the position of Recreation Services Clerk. Interview questions will be scored based on a 1-5 Scale; one (1) being the lowest and five (5) being the highest rating. Once all interviews are conducted and scored, a list will be assembled in rank order of all candidates from highest to lowest overall score. This list will be presented to the Civil Service Commission for approval and certification. Candidates will receive notification of rank order electronically and regular US Mail.

**Extra Credit:** An applicant must receive a passing score of seventy percent (70%) prior to any extra credit added to the applicant's score. Maximum percentage of Extra Credit allowed is twenty-five percent (25%). Extra Credit is only applicable to entrance examinations.

**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.

**HOW TO APPLY:**

A completed City of Barberton employment application and resume must be submitted by 4:00pm, Friday, March 27, 2026. Go to [www.cityofbarberton.com](http://www.cityofbarberton.com) and select Job Openings to download application and view the job description. Only City of Barberton applications with an accompanying resume will be considered for employment. Submit resume and employment application electronically to [mwolfe@cityofbarberton.com](mailto:mwolfe@cityofbarberton.com) or mail to:

Civil Service Commission Office  
Attn: Michelle Wolfe  
576 West Park Ave. Room 102  
Barberton, Ohio 44203  
330-848-6710

False, misleading, or incomplete information provided during the application and background investigation process may result in disqualification from employment.