

**PORTSMOUTH CIVIL SERVICE COMMISSION
NOTICE OF EXAMINATION – Posted June 14, 2024**

POSITION: Utility Person/Truck Driver

ELIGIBLE: Applicants must be eighteen (18) years of age as of hire date. All applicants must have a high school diploma or the equivalent thereof.

APPLICATION: Qualified applicants must register for the examination by picking up, completing and submitting an application, available in the Municipal Building, Office of the City Solicitor, 728 Second St. Room 22, Portsmouth, Ohio 740-353-5229. **Completed applications may be returned between the hours of 7:00 A.M and 11:00 A.M. on the following dates:**

June 17, 18, 20, 21, 24, 25, 26, 27, and 28

NO APPLICATIONS WILL BE ACCEPTED AFTER THAT TIME.

Applications must be typed or printed in ink and signed by the applicant.

EXAMINATION: The written examination will be conducted on Friday, July 19, 2024 at 10:00 A.M. at the Scioto County Welcome Center, 342 Second St. Portsmouth, Ohio. All applicants must report to the testing site between 9:30 A.M. and 9:45 A.M. Photo ID required.

VETERANS CREDIT: Veterans of the Armed Services of the United States who qualify and receive a passing grade on the examination will receive an additional twenty per cent (20%) on the examination pursuant to state law and local Civil Service Rules. A complete copy of Form DD-214 MUST be attached to the application.

FAILURE TO ATTACH SUCH PROOF OF HONORABLE DISCHARGE WILL RESULT IN DISQUALIFICATION FOR VETERAN'S CREDIT.

SEASONAL CREDIT: Persons that have successfully worked as a seasonal employee, as certified by letter from the department head, who receive a passing grade on the examination will receive an additional ten per cent (10%) on the examination. The letter from the department head must be attached to the application.

FAILURE TO ATTACH THE LETTER WILL RESULT IN NOT RECEIVING THE ADDITIONAL 10% CREDIT.

A minimum score of 70% is required to pass the written portion of the examination. Those who pass the written entrance exam and are offered employment must successfully pass a pre-employment drug screening and background check.