



NOTICE

The City of Ottawa Civil Service Commission is accepting applications to establish an eligibility register for future positions in Public Utilities General Office or Fire Department Records.

The hours of work are Monday through Friday, 8 hours per shift on an average 5 day work week. **Basic knowledge of Word 2016, Excel 2016 and PowerPoint 2016 are recommended, but not required for this examination.**

Public Utilities General Office Job Description: Collect payments for monthly utility bills; enter data and account information into computer system; provide customer service via telephone or direct contact related to water and sewer services. Assist in resolution of emergency water problems by dispatching personnel. Position requires verbal and written communication skills, bookkeeping skills, and ability to maintain accurate records and interact positively with the public. Maintain water and wastewater utility service records. Perform all billing duties for water/wastewater accounts.

Fire Department General Office Job Description: Responsible for typing, filing, certain administrative functions and other clerical duties as may be required. Maintain confidentiality with regards to departmental business, and shall have thorough understanding of HIPPA protected information. Maintain records and prepare reports as required. Assist with payroll, monthly reporting requirements, training records, manuals, call lists, rosters, inspection reports, and communications with other city officials/departments. Other duties as assigned.

Residency within five (5) miles of the corporate limits of the City of Ottawa must be established and maintained within fifteen (15) months of employment.

Future employment is subject to satisfactorily passing a criminal background check, a physical agility test and a medical examination which includes a test to screen for the use of drugs and/or narcotics.

Applications are available at Human Resources, first floor, City Hall from 8:00 a.m. until 4:30 p.m. or at www.cityofottawa.org.

Completed applications must be returned by close of business on or before Monday, January 27, 2020 to be eligible to take the exam. No applications will be accepted after this date.

The written exam will be given at IVCC Ottawa Center, 321 West Main Street, Ottawa, Illinois on **Monday, February 3, 2020** beginning promptly at 6:00 p.m. **Candidates arriving after 6:00 p.m. will be denied admittance.**

Candidates receiving a score of 70% or greater on the written exam will be scheduled for a mandatory oral exam on February 19, 2020.

The City of Ottawa is an equal opportunity employer, not discriminating on basis of age, country of national origin, creed, race, religion or sex.

CITY OF OTTAWA CIVIL SERVICE COMMISSION

General Office

Test Date: **Monday, February 3, 2020**

Return by: **Monday, January 27, 2020**

Mandatory Oral Exam Date: **February 19, 2020**

@ IVCC Ottawa Center, 321 West Main Street, Ottawa, Illinois @ 6:00 p.m.

Candidates arriving after 6:00 p.m. will be denied admittance

DATE OF APPLICATION _____

AN EQUAL OPPORTUNITY EMPLOYER

PERSONAL DATA

NAME: _____ S.S.#: _____
(LAST) (FIRST) (M.I.) (BIRTH NAME)

HOME ADDRESS: STREET: _____

CITY: _____ STATE: _____ ZIP: _____ WORK PHONE: (____) _____

HOME PHONE: (____) _____ Cell Phone: (____) _____

Email address: _____ @ _____

EMPLOYMENT DATA

Are you legally eligible for employment in this country? YES NO
(Proof of U.S. citizenship or immigration status will be required upon employment.)

DATE OF BIRTH: _____ GENDER: MALE FEMALE
Month Day Year

SECURITY DATA

I certify under penalty for perjury that I have not been convicted of a felony or any disqualifying misdemeanor as specified in 65 ILCS 5/10-1-7 (c).

Do you have a valid driver's license? YES NO (If yes) Issuing State: _____

License Number: _____ Expiration Date: _____

EDUCATION AND TRAINING

Type of Major/Minor School	Name & Address of School <small>Include Street Address, City, State and Zip Code</small>	Date Attended	Graduated		Type of Degree, Diploma or Certificate	Field of Study
High School						
College/ University						
Other Education or Training						

FOREIGN LANGUAGE (LIST FLUENT ONLY) _____ READ WRITE SPEAK

MILITARY

Did you serve in the U.S. Armed Services? YES NO

What Branch? _____ Dates of Service: _____

EMPLOYMENT HISTORY

List your last three employers, starting with the most recent, including military experience. Note any periods you were not employed.

From	To	Most recent or current Employer	Telephone
Job Title		Address	City, State, Zip
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	

Reason for Leaving _____
Reason for Leaving _____

From	To	Second recent Employer	Telephone
Job Title		Address	City, State, Zip
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	

Reason for Leaving _____

EMPLOYMENT HISTORY (continued)

From	To	Third Most recent Employer	Telephone
Job Title		Address	City, State, Zip
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	

Reason for Leaving _____

PLEASE LIST THREE (3) REFERENCES (NO RELATIVES):

NAME	PROFESSION	STREET ADDRESS	CITY	STATE, ZIP CODE	TELEPHONE
					()
					()
					()

I hereby certify that all answers to the questions herein are true, accurate, and complete to the best of my knowledge. I understand and agree that any false statement, misrepresentation and/or omission by me in the application will be sufficient cause for cancellation of this application and/or termination from the employer's service if I have been employed regardless of how or when discovered.

I give the City of Ottawa the right to investigate all references and to secure additional information about me. I hereby release from any and all liability the City of Ottawa and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

I further understand that all candidates hired are subject to satisfactory completion of a criminal background check, physical agility test, drug screen and a medical examination following a conditional job offer.

I acknowledge that I have read the above statements and hereby grant permission to verify the information supplied on this application for employment.

Signature of Applicant _____ Date _____

