

City of Ontario

Office Personnel Civil Service Exam

The City of Ontario, an Equal Opportunity Employer, currently has an opening for an Office Personnel position in the Water/Sewer Department. This position requires skills in general office duties such as data entry, customer service, phone calls, cash and credit card handling, Word, Excel and general clerical work. Starting hourly rate is \$21.10. The successful applicant must be bondable. We offer an excellent benefit package.

Applications may be picked up at the Ontario Municipal Building, 555 Stumbo Road, Ontario, Ohio, or online at www.ontarioohio.org, and must be returned by December 4, 2024 at 12:00 p.m. in a sealed envelope addressed to the Civil Service Commission-Office Personnel Position. The Civil Service examination for the Office Personnel position will be held Sunday, December 8, 2024, 9:00 a.m., at the Ontario Service Building, 3375 Milligan Road, Ontario, Ohio.