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 Tax Department. Duties include, but not limited to, preparing and analyzing tax records and reports and assist in administering day-to-day operations of the tax 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. The successful applicant must be bondable. We offer an excellent benefit package.

Applications are available at the Ontario Municipal Building, 555 Stumbo Road, Ontario, Ohio, or online at www.ontarioohio.org and must be returned by 10:00 a.m. on December 9, 2026. Applications may be returned by email to civilservice@ontarioohio.org or in a sealed envelope addressed to the Civil Service Commission-Office Personnel Position. The Civil Service exam will be held Sunday, December 13, 2026, 9:00 a.m., doors open at 8:30 a.m., at the Ontario Municipal Building Community Room, 555 Stumbo Road, Ontario, Ohio, 44906.

The City of Ontario is an equal opportunity employer and does not discriminate on any basis prohibited by law including military status. However, if you are applying for a civil service examination and elect to claim military service credit either as an honorably discharged veteran or as a member of the National Guard or a Reserve component as provided in R.C. 124.23, then please attach a copy of your honorable discharge from active duty, DD 214 or other proof of eligibility for this credit.