

**The Hilliard City School District
is accepting applications for the
Secretarial Civil Service Examination**

Starting wage: \$18.00 per hour

Applications are available at Hilliard City School District,
Central Office, 2140 Atlas Street, Columbus, OH 43228
Thursday, July 5 through Thursday, August 2, 2018
7:30 a.m. to 4:30 p.m. Monday – Thursday only through July 20
7:30 a.m. to 4:30 p.m. Monday – Friday after July 20
or online at: www.hilliardschools.org, District, Employment

POSTMARK DEADLINE:

All applications must be notarized and mailed
with a postmark date no later than Thursday, August 2, 2018
Applications must be mailed. Hand-delivered applications will not be accepted!

MAIL TO:

Hilliard City School District, Attn: Civil Service Secretary
2140 Atlas Street, Columbus, OH 43228
In order for application to be accepted,
a \$20.00 non-refundable payment must accompany application
Check or money order must be payable to: Hilliard City School District

**A computerized examination and tasks utilizing Word and Excel will be given on
Thursday, August 16, OR Friday, August 17, during normal business hours**

Exam times to be assigned individually

Applicants will be notified of scheduled appointment

Exams to be held at Central Office, 2140 Atlas Street, Columbus, OH 43228

Hilliard City School District is an equal opportunity employer.