



## 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 2019, Excel 2019 and PowerPoint 2019 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.

Bargaining unit members must within fifteen (15) months of the date of initial appointment, establish and maintain residency within five (5) miles of the City of Ottawa as a condition of continued employment, provided no more than 10 bargaining unit members or 30% of the entire bargaining unit, whichever is higher, may reside outside of the City of Ottawa corporate limits.

Future employment is subject to satisfactorily passing a criminal background check 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](http://www.cityofottawa.org).

**Completed applications must be returned by close of business on or before January 18, 2022 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 **January 25, 2022** 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 7, 2022.

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

A SEPARATE APPLICATION MUST BE SUBMITTED FOR EACH CLASSIFICATION

**CIRCLE ONE:**

General Office	Public Works: General Labor/Building Maintenance	Public Utilities: Water/Wastewater
Test Date: January 25, 2022	Test Date: February 2, 2022	Test Date: January 24, 2022
Return by: January 18, 2022	Return by: January 25, 2022	Return by: January 17, 2022

**@ 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: \_\_\_\_\_@\_\_\_\_\_

Do you have any relatives currently employed by the City of Ottawa?  YES  NO

If yes: Full Name \_\_\_\_\_ Department: \_\_\_\_\_

## 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**

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

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 \_\_\_\_\_

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 \_\_\_\_\_