



Civil Service Examination Announcement
for the position of:

Property Maintenance Enforcement Officer

*** A proposed change to the position title will be submitted to City Council for formal approval shortly after the incumbent's hire date. Pending approved legislation, the title will transition from 'Property Maintenance Enforcement Officer' to 'Assistant City Inspector'. ***

Exam Date: Monday, March 10, 2025

Time: 5:30 p.m.

Location: Knox County Career Center Cafeteria (side door #27 – by the River Room Café)
306 Martinsburg Road, Mount Vernon, OH 43050.

Applications: Civil Service employment applications are available on the City's website at www.mountvernonohio.org under the Careers tab. Applications can also be obtained in person in the Safety Service Office, located on the second floor of City Hall at 40 Public Square, Mount Vernon, OH 43050. Please ensure that your application is fully completed, including your signature, and submitted with your resume, military records (if applicable), and any other relevant documents. All materials must be submitted together within the designated application period.

To Apply: Application materials will be accepted immediately and can be submitted via email to Sarah Wisenbarger, HR Generalist, at swisenbarger@mountvernonohio.org. Alternatively, applications may be dropped off in person at the Civil Service Office, located on the second floor of City Hall. If the office door is closed, applicants may slide their materials under the door or submit them directly to the Office of Human Resources. All materials must be submitted within the specified application period for consideration.

Deadline: Materials will gladly be accepted immediately and will be due by the close of business on Wednesday, March 5, 2025.

Compensation Range: *Min:* \$48,006.40 *Mid:* \$57,616.00 *Max:* \$67,204.80
Min: \$23.08 *Mid:* \$27.70 *Max:* \$32.31

Military Information: Applicants who are residents of the State of Ohio, and who have been honorably discharged from active duty in the armed forces of the United States, are eligible to receive an additional credit of 20%. (Ohio National Guard service is accepted for this additional credit with verification of active-duty participation). Any military reserve member (in good standing) can also receive 15% credit with proper verification. A passing score of 70% is required to receive any additional credit.

Contact: Sarah Wisenbarger, HR Generalist – swisenbarger@mountvernonohio.org or 740.462.1852.