

THE CITY OF KNOXVILLE
CIVIL SERVICE
JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web: www.cityofknoxville.org

3075

FINANCE SPECIALIST

8/05/2013

(Entry-Level and Promotional)

Drug testing may be required

ENTRY-LEVEL SALARY: \$ 33,119 annually

PAY GRADE RANGE: \$ 33,119 - \$ 48,915 annually (Pay Grade 6)

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to www.cityofknoxville.org. You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete. If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents MUST be submitted online by 4:30 p.m. on: **Thursday, August 15, 2013.**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- College Transcripts (upload and attach to your online application)

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- An Associate's Degree from a CHEA accredited college or university in finance, business administration, public administration, or a related field, **AND** four (4) years of progressively responsible work experience in a related field.

OR

- A Bachelor's Degree from a CHEA accredited college or university with a degree in Finance, Business Administration, Public Administration, or a related field **AND** some amount of relevant experience specifically in the field of Finance or directly related to Finance.

OR

- A Master's Degree from a CHEA accredited college or university with a degree in Finance, Business Administration, Public Administration, or a related field.

EXAMINATION

The selection procedure for this position will consist of a Training and Experience Questionnaire 100% of score

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.