

**EASTERN CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY**

**SECRETARY 2
PERFORMING ARTS DEPARTMENT**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: On the current active Secretary 2 examination list, or permanent state employees who currently hold the title of Secretary 2.
Location: Fine Arts Instructional Center, ECSU, Willimantic, CT
Job Posting No: 56863
Hours: 8:00am to 5:00pm
Salary: \$46,721.00 - \$61,096.00
Closing Date: March 16, 2016

Eligibility Requirement: Candidates on the current active Secretary 2 exam list or permanent state employees who have permanent status in the title of Secretary 2. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this vacancy.**

Example of Duties:

Incumbents perform a variety of secretarial duties as illustrated in the following areas:

1) Typing: Use a personal computer or other electronic equipment, formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc.; proofreads for content; edits using knowledge of grammar, punctuation and spelling. **2) Filing:** Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews references materials and manuals. **3) Correspondence:** Composes complex letters and/or memoranda, etc. (e.g. explaining department practices and/or policies) for own or supervisor's signature. **4) Report Writing:** Compiles information from a variety of sources and prepares narrative or statistical reports, exercising judgment in the selection of items to be included. **5) Interpersonal:** Greets and directs visitors; answers phones and screens incoming calls; provides advice to callers regarding policy and procedures (e.g. citing a regulation to solve a specific problem); coordinates with others both within and outside of the organization on a variety of non-routine matters. **6) Processing:** Screens letters, memos, reports, and other materials to determine action required; may make recommendations to supervisor. **7) Personal Secretary:** Arranges and coordinates meetings (including space and equipment); researches, assembles and coordinates meeting materials (e.g. charts, graphs, reports); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machine transcription; prepares expense accounts; makes travel arrangements. **8) Office Management:** Maintains an inventory of supplies and equipment; orders supplies when necessary; completes, processes and maintains paperwork for purchasing (e.g. orders, requisitions, invoices, etc.); maintains time and attendance records; assists in preparing and monitoring the office budget (e.g. compiles figures, reviews statistical reports, verifies expense items); designs and initiates new forms and procedures to facilitate workflow; performs related duties as required.

Knowledge, Skills and Abilities:

Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

General Experience: (3) Three years' experience above the routine clerk level in office support or secretarial work.

Special Experience: One (1) year of the General Experience must have been as a Secretary 1 or its equivalent.

Substitution Allowed: College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Individuals with Reemployment/SEBAC rights must be given first preference for this position.

Application Instructions: Interested and qualified candidates who meet the above requirements should complete an Eastern Application as well as a send a cover letter, a resume, along with three letters of reference and your last three years of annual service ratings to La Shawn McBride, Office of Human Resources, Gelsi & Young Hall, 83 Windham Street, Willimantic, CT 06226. FAX: 860-465-4652 - Email: mcbridel@easternct.edu

To access the application click the following link: <http://www1.easternct.edu/humanresources/files/2014/05/Emapp.pdf>

***PLEASE BE ADVISED THAT CANDIDATES WITH SEBAC/REEMPLOYMENT RIGHTS WILL HAVE PREFERENCE IN THIS PROCESS.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.