

**EASTERN CONNECTICUT STATE UNIVERSITY  
JOB OPPORTUNITY**

**OFFICE ASSISTANT  
REGISTRAR'S OFFICE**

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

**Open To:** On the current active Office Assistant examination list, or permanent state employees who currently hold the title of Office Assistant.  
**Location:** Registrar's Office, ECSU, Willimantic, CT  
**Job Posting No:** 57195  
**Hours:** 8:00am to 5:00pm  
**Salary:** CL 13 - \$40,901.00 - \$53,663.00  
**Closing Date:** March 30, 2016

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

**Example of Duties:**

In a state agency this class is accountable for performing a full range of general clerical functions or for carrying out responsibility for the flow and completion of clerical work in an assigned area.

- 1. TYPING:** Types a variety of materials in relation to other duties or as assigned; enters and retrieves data on personal computers and computer terminals.
- 2. FILING:** Sets up and maintains office procedures, filing and indexing systems and forms for own use.
- 3. CORRESPONDENCE:** Composes routine correspondence.
- 4. REPORT WRITING:** Compiles and generates recurrent technical, statistical or financial reports requiring judgment in the selection and presentation of data (format).
- 5. INTERPERSONAL:** Provides general information and referral services in response to citizen complaints or questions regarding an agency's services or authority; responds to inquiries from other work units or departments/agencies; applies agency policies and state statutes and regulations in determining case status or responding to requests for procedural assistance; may lead lower level employees in carrying out assigned clerical functions.
- 6. PROCESSING:** Maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; processes a variety of documents in determining routine case status; exercises discretion in choosing appropriate follow through procedures within defined guidelines including assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures, verifying information through use of internal resources and contacts with sender and other work units and soliciting additional information as required by phone or form letter; processes purchase requisitions/purchase orders for subsequent action; prepares payment lists and billing invoices; receives shipments of materials and matches/verifies shipment or billing invoices against original purchase orders; maintains billing control cards, files, journals or account ledgers by posting credits, expenditures, interest, etc.; figures payments, costs, discounts and adjustments using prescribed methods and formulas; receives monies in various forms such as cash, checks and money orders and prepares for deposit; maintains inventory and orders supplies; uses a variety of automated equipment to perform job functions; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED**

**Knowledge, Skills and Abilities:**

Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

**EXPERIENCE AND TRAINING**

**General Experience:** Two (2) years' general clerical work experience

**Substitution Allowed:** College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

**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. If you are a state employee please also include copies of your most current 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: mcbriidel@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.