

**EASTERN CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY**

**SECRETARY 1
DURATIONAL – (6 MOS)
NO BENEFITS – 19 HOURS/WEEK**

FINE ARTS DEPARTMENT

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: On the current active Secretary 1 examination list
Location: Fine Arts Department, ECSU, Willimantic, CT
Job Posting No: 115250
Hours: 19 hours per week
Salary: \$20.45/hr
Closing Date: October 21, 2016

Eligibility Requirement: Candidates must have applied for and passed the examination for Secretary 1 and be on the current certification list promulgated by the Department of Administrative Services for this classification.

Duties include but are not limited to: Duties consistent with the State of Connecticut Job Specification. **Typing:** Using 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. **FILING:** Designs office filing systems; organizes and maintains files; maintains, updates and reviews reference materials and manuals. **CORRESPONDENCE:** Composes routine letters/memoranda, etc. for supervisor's signature. **REPORT WRITING:** Compiles information from standard sources and prepares data reports. **INTERPERSONAL:** Greets and directs visitors; answers phones and takes messages; answers questions requiring knowledge of terminology, organization, supervisor's responsibilities, etc. **PROCESSING:** Scans correspondence; pulls and attaches related materials; reviews, routes and prioritizes mail. **PERSONAL SECRETARY:** Arranges and coordinates meetings, writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machine transcription; prepares expense accounts; makes travel arrangements. **OFFICE MANAGEMENT:** Maintains an inventory of supplies and equipment; orders supplies when necessary; completes, processes and maintains paperwork for purchasing; maintains time and attendance records; 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; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

General Experience: Two (2) years' experience above the routine clerk level in office support or secretarial work.

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

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 to La Shawn McBride, Office of Human Resources, Gelsi & Young Hall, 83 Windham Street, Willimantic, CT 06226. To access the application click the following link: <http://www.easterncct.edu/humanresources/files/2014/05/Emapp.pdf>

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.