

**CENTRAL CONNECTICUT STATE UNIVERSITY  
JOB OPPORTUNITY  
SECRETARY 1**

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

**Open To:** Candidates on a current Secretary 1 exam list

**Location:** Student Wellness Services

**Job Posting No:** C15-077 (Include Job Posting Number in Cover Letter)

**Hours:** 40 hours per week – Monday through Friday; Actual work schedule to be determined upon hire  
(Must be willing and available to work any 8-hour shift between the hours of 7:30 a.m. and 5:30 p.m.)

**Salary:** \$42,684 to \$56,009 annually (Salary Grade CL-14)  
(Candidates new to state service start at the minimum of the salary range)

**Closing Date:** Friday, July 10, 2015

**Eligibility Requirement:** Candidates must have applied for and passed the Secretary 1 exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in this class may apply for lateral transfer.

**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 basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

**Preferred Experience:** Experience working in a medical or mental health office (or with an electronic health record), experience working in any area of collegiate student affairs, in a collegiate athletics programs, or other collegiate department that involved high volume of customer service, document management, and compliance issues; Experience working in a culturally diverse and welcoming educational environment; Experience in a fast-paced environment with excellent interpersonal, customer service, and organizational skills; Experience using Microsoft Office applications including MS Word, Excel, Outlook and PowerPoint; Experience working as the main point of contact for a Unit or Department, including answering multi-line telephones and greeting walk-in visitors; Experience working with confidential and time sensitive information.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements must submit a complete application package by the closing date, which includes the following:

- 1) Cover letter specifying this Job Posting Number: (C15-077)
- 2) A completed State application (**CT-HR-12**) available at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)
- 3) The names, titles and phone numbers of two current professional references
- 4) State employees attach copies of your two most recent performance appraisals

**Incomplete application packages will not be accepted. Applications must be received by Human Resources before 5:00 p.m. on Friday, July 10, 2015 for consideration. Faxes will not be accepted. Send or hand deliver application packages to:**

**Human Resources  
Davidson Hall – Room 101  
Central Connecticut State University  
1615 Stanley Street  
New Britain, CT 06050**

(Telephone: 860-832-0031)

All candidates for employment at Central CT State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity and affirmative action employer. Members of all underrepresented groups, women, veterans and persons with disabilities are invited and encouraged to apply.