

WESTERN CONNECTICUT STATE UNIVERSITY

EMPLOYMENT OPPORTUNITY

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

POSITION: Secretary 2 (40 Hour Work Week) **OPEN TO:** State Employees
DEPARTMENT: AccessAbility Services **DATE POSITION AVAILABLE:** ASAP
SALARY: \$42,755 to \$55,910 **WORK HOURS:** Monday–Friday 8:00 a.m.–4:30 p.m.*
* Required to work one Saturday or Sunday per year.
DATE POSTED: October 7, 2011 **CLOSING DATE:** October 21, 2011
JOB POSTING NO.: 091442

AccessAbility Services is a high-traffic office that facilitates equal access for students with disabilities. This position serves as the primary support for the Coordinator of AccessAbility Services. The person selected for this position will have frequent contact with students, parents and university personnel. Responsible for a full range of secretarial duties to include, but not limited to: typing, editing and proofreading various documents; filing; creating and maintaining master lists and database; composing correspondence; report writing; receptionist duties; maintaining confidential records; answering, screening and directing incoming telephone calls; handling travel requests; event planning, room reservation, food ordering; maintaining and ordering office supplies and equipment; communicating services and policies of the office to the public; assisting in coordination of disability accommodations; supervising student workers; other tasks as assigned.

ELIGIBILITY REQUIREMENTS:

Candidates **must** be on the current **Secretary 2** certification list promulgated by the Department of Administrative Services. State employees currently classified as **Secretary 2** and having permanent status in the job class or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on SEBAC/Re-employment lists are given first consideration.

MINIMUM QUALIFICATIONS REQUIRED:

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 may include personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

GENERAL EXPERIENCE: Three (3) 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 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

APPLICATION INSTRUCTIONS:

Prospective candidates should submit a cover letter, resume and the names, titles and phone numbers of three current professional references to:

Ms. Peggy Boyle, Associate in Human Resources
WCSU, 181 White Street
Danbury, CT 06810
or electronically to: hrpositions@wcsu.edu.
Applications must be received no later than October 21, 2011.

In accordance with CSU System policy, all candidates for employment at Western Connecticut 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/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.