

EASTERN CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY

ADMINISTRATIVE ASSISTANT
COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

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

Open To: On the current active Administrative Assistant examination list, or permanent state employees who currently hold the title of Administrative Assistant.
Location: Counseling and Psychological Services, ECSU, Willimantic, CT
Job Posting No: 115516
Hours: 8:00am to 5:00pm
Salary: \$53,935.00 - \$69,795.00
Closing Date: December 16, 2016

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

Purpose of Class: In a state agency this class is accountable for independently performing the most complex tasks in providing both office administration and secretarial support for a major program.

Guidelines for Class Use: This class includes many of the full range of secretarial functions as described in the Secretary 2 class, but the focus of the position is on administrative activities requiring an advanced level of accountability, problem solving and interpersonal contacts. See addendum for differentiators between the secretarial and general clerical job series.

Supervision Received: Works under the limited supervision of a Manager and/or Director level position.

Supervision Exercised: May have lead responsibility over other clerical staff as assigned.

Special requirement: Will be required to maintain CAPS-OAS-Wellness websites, support social media activities.

Examples of Duties: Performs the most complex office administrative duties as described in the following areas:

1. **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.
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 manager's signature.
4. **REPORT WRITING:** Researches and assembles information from a variety of sources and prepares statistical and/or narrative reports; analyzes information and may make recommendations.
5. **INTERPERSONAL:** Acts for manager by interpreting established policies and procedures, etc.; troubleshoots by relieving manager of as much administrative detail as possible; acts for and regularly makes decisions in manager's absence (within prescribed limits of authority).
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:** Authorizes purchases and payments (within prescribed limits of authority); develops input and prepares documentation for office and/or department budget; coordinates budget control and monitoring; develops office and/or department procedural manuals; assists in interviewing and hiring office support staff; trains office support staff; may supervise office support staff; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; ability to operate office equipment which includes personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to manager).

EXPERIENCE AND TRAINING:

General Experience:

Four (4) 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 2 or its equivalent.

Substitutions 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.

Note: The Manager and/or Director level designation is reserved for incumbents with full time responsibilities for a major program. Their work is broadly guided by department policies and goals, and they usually report to the highest level administrators within an organization. The Manager and/or Director will have supervisory responsibilities, but the emphasis of the position will be on management activities. These activities can include such things as formulating program goals and objectives, developing and implementing program policies and procedures, developing and maintaining the program budget, identifying and coordinating both internal and external resources, maintaining high level and sensitive contacts with the public, officials, etc. and regularly acting as the representative of the department on sensitive program related activities.

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: mcbrield@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.