

**DEPARTMENT OF EDUCATION
JOB OPPORTUNITY
PART-TIME INTERMITTENT
CLERK TYPIST
APPRENTICE EVENING PROGRAM**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

Open To: The Public
Location: Various Schools
Hours: 30 weeks / 8-12 hours per week
Salary: \$16.56 per hour
Closing Date: September 20, 2013

EXAMPLE OF DUTIES:

The incumbent will be responsible for a full range of duties including: typing a variety of materials from rough copy including correspondence, memos, reports, forms and applications, bills and other documents and records; reviewing and correcting drafts for compliance with originals; entering and retrieving data on computer terminals; maintaining records and searching files for information; sending out standard form letters, making minor revisions or additions; answering telephones; receiving and directing visitors; handling routine requests for information or assistance over the telephone or in person (e.g. reception desk); photocopying and collating materials; receiving, sorting and distributing mail; assisting in bulk mailings; assisting in or maintaining inventory and ordering supplies; performing other related duties as required.

GENERAL KNOWLEDGE:

Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials at a net speed of 40 wpm; basic interpersonal skills; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which may include word processors, computer terminals and other automated equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

GENERAL EXPERIENCE:

Six (6) months as a Typist or its equivalent.

PREFERRED EXPERIENCE:

Knowledge of the Adult Education Data System – CAE – Net / Connecticut Adult Education Net.

SUBSTITUTE REQUIREMENT:

Graduation from high school with course work in typing.

NOTE:

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

ELIGIBILITY REQUIREMENT:

In addition to meeting the above requirements, candidates must submit the following information by the closing date in order to be considered for this position.

- 1 Cover letter
- 2 Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov>
- 3 Three (3) current professional references:

Eli Whitney Technical High School
71 Jones Road
Hamden, CT 06514
ATT: Attallah Roundtree
TEL: (203) 397-4031
FAX: (203) 397-4129
E-MAIL: attallah.roundtree@ct.gov

Norwich Technical High School
7 Mahan Drive
Norwich, CT 06360
ATT: Sabine Robillard
TEL: (860) 889-8453
FAX: (860) 886-4632
E-MAIL: sabine.robillard@ct.gov

Bristol Technical Education Center
431 Minor Street
Bristol, CT 06010
ATT: Carmen Rode
TEL: (860) 584-8433
FAX: (860) 584-0795
E-MAIL: carmen.rode@ct.gov

Henry Abbott Technical High School
Hayestown Avenue
Danbury, CT 06811
ATT: Marilyn Rosen
TEL: (203) 797-4460
FAX: (203) 797-4382
E-MAIL: marilyn.rosen@ct.gov

Albert I. Prince
401 Flatbush Avenue
Hartford, CT 06106
ATT: Theresa Ginley
TEL: (860) 951-7112
FAX: (860) 951-1529
E-MAIL: theresa.ginley@ct.gov

Bullard Havens Technical High School
500 Palisade Avenue
Bridgeport, CT 06610
ATT: Annette Segarra-Negron
TEL: (203) 579-6333
FAX: (203) 579-6904
E-MAIL: annette.segarra-negron@ct.gov

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTHSS does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie
Equal Employment Opportunity Director/American with Disabilities Act Coordinator
State of Connecticut Department of Education
25 Industrial Park Road
Middletown, CT 06457
860-807-2101
Levy.Gillespie@ct.gov
(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty
Education Consultant
Connecticut Technical High School System
25 Industrial Park Road
Middletown, CT 06457
860-807-2220
(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education
Office for Civil Rights
5 Post Office Square, Suite 900
Boston, Massachusetts 02109-3921
617-289-0111
fax number 617-289-0150
TTY/TDD 877-521-2172
(Matters related to race, color, national origin, age, sex and/or disability)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER