

Southern Connecticut State University

Registrar's Office

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

Closing Date: December 19, 2011
Job Title: Office Assistant – Full Time
Work Schedule: 8:00 a.m. – 4:30 p.m.
Salary Range: \$37,429.00 - \$49,108.00 FTE
Search Number: C11-009
Location: Registrar's Office

ELIGIBILITY REQUIREMENT: Candidates must be on the current certification list promulgated by the Department of Administrative Services for Office Assistant. State employees currently holding the above title may apply for a lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy. Reemployment/SEBAC Candidates will be given first priority.

PURPOSE OF CLASS:

In a state agency this class is accountable for performing a full range of general clerical functions or for carrying out responsibility for the flow and completion of clerical work in an assigned area.

GUIDELINES FOR CLASS USE:

This class is intended for use where incumbents provide general clerical support to an office operation or provide support to a Processing Technician in the completion of a total processing service. Support provided must require independent judgment and initiative in meeting objectives and in making the correct choice between defined alternatives and sequential procedures. This class is distinguished from the Secretarial classes in that the primary function is to provide clerical support of the processing nature, as opposed to secretarial support.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May lead lower level clerical or other employees as assigned.

EXAMPLES OF DUTIES:

1. **TYPING:** Types a variety of materials in relation to other duties or as assigned; enters and retrieves data on personal computers and computer terminals.
2. **FILING:** Sets up and maintains office procedures, filing and indexing systems and forms for own use.
3. **CORRESPONDENCE:** Composes routine correspondence.
4. **REPORT WRITING:** Compiles and generates recurrent technical, statistical or financial reports requiring judgment in the selection and presentation of data (format).
5. **INTERPERSONAL:** Provides general information and referral services in response to citizen complaints or questions regarding an agency's services or authority; responds to inquiries from other work units or departments/agencies; applies agency policies and state statutes and regulations in determining case status or responding to requests for procedural assistance; may lead lower level employees in carrying out assigned clerical functions.
6. **PROCESSING:** Maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; processes a variety of documents in determining routine case status; exercises discretion in choosing appropriate follow through procedures within defined guidelines including assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and

agency policy and procedures, verifying information through use of internal resources and contacts with sender and other work units and soliciting additional information as required by phone or form letter; processes purchase requisitions/purchase orders for subsequent action; prepares payment lists and billing invoices; receives shipments of materials and matches/verifies shipment or billing invoices against original purchase orders; maintains billing control cards, files, journals or account ledgers by posting credits, expenditures, interest, etc.; figures payments, costs, discounts and adjustments using prescribed methods and formulas; receives monies in various forms such as cash, checks and money orders and prepares for deposit; maintains inventory and orders supplies; uses a variety of automated equipment to perform job functions; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED - KNOWLEDGE, SKILL AND ABILITY:

Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

EXPERIENCE AND TRAINING:

General Experience:

Two (2) years' general clerical work experience.

Substitution Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

To Apply: Interested candidates should submit a signed State of Connecticut Application for Examination or Employment Form CT-HR-12 located at <http://das.ct.gov/employment>. State employees attach copies of your last two performance appraisals. Non-state employees please attach three letters of reference. Reference the search number on your application.

All application materials must be received by close of business on the closing date indicated above.

Submit Letters to:

Attention: Mrs. Marlene Santiago-Cordero, Assistant in Human Resources
Southern Connecticut State University
Office of Human Resources
501 Crescent Street
New Haven, CT 06515
Fax (203) 392-5571

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

SCSU is an Affirmative Action/Equal Employment Opportunity Employer. The University seeks to enhance the diversity of its faculty and staff. Persons of color, women and persons with disabilities are strongly encouraged to apply.