

**NAUGATUCK VALLEY COMMUNITY COLLEGE
DURATIONAL POSITION VACANCY
CLERK TYPIST
CHILD DEVELOPMENT CENTER**

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

Open To: The Public
Location: Naugatuck Valley Community College, Child Development Center
Job Posting No: 00100355
Hours: 40 hours per week, Monday – Friday, 8 am – 5 pm
Salary: \$16.08/hour minimum
Closing Date: January 11, 2012

Knowledge, Skills and Abilities: Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

Duties: Typing, using a word processor; filing; mailing correspondence; compiling information and preparing reports; interpersonal skills (answering phones, taking messages); processing mail; ordering supplies; basic record keeping; heavy contact with general public, other related duties.

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

Substitution Allowed: Graduation from high school with coursework in typing.

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 should submit a completed State of Connecticut Application Form for Examination and Employment (CT-HR-12) and the name, address, and phone number of three references to:

**Naugatuck Valley Community College
Attn: Marianne Generali
750 Chase Parkway
Waterbury, CT 06708**

This appointment is for a durational position. If a search for a permanent position is conducted, the college will recruit for the position and candidates may apply at that time.

Only those applications received by the closing date will be considered.

All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration Reform and Control Act (IRCA).

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.