

**NAUGATUCK VALLEY COMMUNITY COLLEGE  
CLERK TYPIST  
COMMUNITY & ECONOMIC DEVELOPMENT, NON-CREDIT LIFELONG LEARNING**

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

**Open To:** The Public  
**Location:** Naugatuck Valley Community College  
**Job Posting No:** 00095085  
**Hours:** 40 Hours per week, Mon.-Fri., 8:00am – 5:00pm  
**Minimum Salary:** \$1,285.75 bi-weekly, plus full benefit package  
**Closing Date:** September 20, 2012

**QUALIFICATIONS:**

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 skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which include computer terminals, copy machine, facsimile or other automated equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

**DUTIES:**

Using strong interpersonal and communication skills, receives and directs students. Utilizing a strong ability to multitask, answers all Non-credit Lifelong Learning student and staff inquiries - phone, fax, email, and in person regarding non-credit class offerings and registration process in an extremely busy office; takes messages, and follows up as needed. Types, enters data, and searches using MS Office and Banner to complete CED course entry, registration, outreach, cancellations, and refunds. Handles catalog and document proofreading; filing; mailing correspondence; compiling information and preparing reports; processes mail; orders supplies; basic record keeping; other related duties. The incumbent has heavy verbal contact with the general public, both in person and over the telephone.

**Application Instructions:**

For complete application instructions, please go to the Naugatuck Valley Community College website at <http://www.nv.edu/Offices-Departments/Administration/Human-Resources/Employment/itemId/2085/Clerk-Typist-CED>

Only those applications received by the closing date will be considered  
**FIRST PREFERENCE WILL BE GIVEN TO INDIVIDUALS ON LAYOFF/SEBAC LIST**

All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration 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.