

CENTRAL CONNECTICUT STATE UNIVERSITY

JOB OPPORTUNITY – ANTICIPATED VACANCY

ADMINISTRATIVE ASSISTANT

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

Open To: State Employees / Candidates on a current Administrative Assistant exam list (see Eligibility Requirements)

Location: Fiscal Affairs

Job Posting No: C15-055

Hours: Monday through Friday - 40 hours per week

Salary: \$52,364 to \$67,762 Annually (Salary Grade CL 19)

Closing Date: December 26, 2014

Eligibility Requirements: State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Candidates must have applied for and passed the Administrative Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification.

Knowledge, Skills and Abilities: 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.)

General Experience: Four (4) years' experience above the routine clerk level in office support or secretarial work.

Special Experience: One year of the General Experience must have been as a Secretary 2 or its equivalent.

Substitution 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.

Preferred Experience:

Experience working with Fiscal Division Units such as Contracts, Business Office, Budgeting, Payroll and/or Purchasing function
Experience utilizing advanced Excel skills such as working with complex formulas and pivot tables
Experience with databases including building queries and reports
Experience composing complex letters and memorandums

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 who meet the above requirements must submit a complete application package by the closing date that includes the following:

- 1) Cover letter specifying this Job Posting Number: C15-055
- 2) a completed State application (CT-HR-12) available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf
- 3) the names, titles and phone numbers of two current professional references
- 4) State employees attach copies of your two most recent performance appraisals.

Incomplete application packages will not be accepted. Applications must be postmarked by December 26, 2014. Faxes will not be accepted. Send cover letter, application, references and performance appraisals to:

**Human Resources
Davidson Hall – Room 119
Central Connecticut State University
1615 Stanley Street
New Britain, CT 06050**

(Telephone: 860-832-1756)

All candidates for employment at Central CT State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity and affirmative action employer. Members of all underrepresented groups, women, veterans and persons with disabilities are invited and encouraged to apply.