

**CENTRAL CONNECTICUT STATE UNIVERSITY  
JOB OPPORTUNITY  
CLERK TYPIST**

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

**Open To:** The Public

**Location:** Campus Police Department

**Job Posting No:** C14-092

**Hours:** Forty (40) hours per week – 8:00 am – 5:00 pm with a 1 hour meal period  
May be required to work some nights & weekends

**Salary:** Starting Salary: \$1,364.07/Bi-weekly  
\$35,602/Annually (CL-10)

**Closing Date:** August 1, 2014

**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 skills; 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.

**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 who meet the above requirements should submit: **1)** a cover letter specifying this posting (C14-092); **2)** a completed State application (**CT-HR-12 – available at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)** and **3)** the names, titles and phone numbers of two current professional references. **Application packages will not be considered without these documents. Applications must be postmarked by August 1, 2014. Faxes will not be accepted. Send cover letter, application and references 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.