

HOUSATONIC COMMUNITY COLLEGE
JOB OPPORTUNITY
CLERK TYPIST (Registrar's Office)

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

Open To: The Public
Location: Housatonic Community College, Bridgeport, CT
Job Posting No: 48891
Hours: 40 hours per week. Monday through Friday, 8:30 a.m. to 5 p.m., with some weekends and nights.
Salary Range: \$33,558.00 - \$42,420.00
Closing Date: **June 4, 2012;** *Application materials must be received by this date.*

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 at a net speed of 40 wpm; basic interpersonal skill; basic oral and written communications; ability to operate office equipment including word processor, computer terminals or other automated equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

Duties: Perform a wide variety of general clerical duties:

- Typing and data entry, using personal computer / typewriter
- Filing/duplicating
- Routine Correspondence
- Manual and computerized record keeping
- Compile and prepare reports
- Process routine clerical projects
- Telephone/interpersonal contact with the public

General Experience: Six (6) months as a Typist or its equivalent.
Substitution Allowed: Graduation from high school with coursework in typing
Special Experience: Registration and Banner experience preferred

Application Instructions: Interested candidates must submit **cover letter, resume and the required* Application for Examination or Employment (CT-HR-12)**** available online at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf to:

Mail: Human Resources Department
Clerk Typist (Registrar's Office) Search
Housatonic Community College
900 Lafayette Boulevard
Bridgeport, CT 06604-4704 or

PLEASE DO NOT FAX

E-mail: ho-humanresources@hcc.commnet.edu (**Attachments ONLY**)

**Incomplete submissions without the required application (or with incorrect application) will not be accepted.*

***CT-HR-12 application must be completed in its entirety; references to resume are not acceptable.*

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

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.

Posted 5/21/12