

**DEPARTMENT OF EDUCATION  
JOB OPPORTUNITY  
PART-TIME/INTERMITTENT  
CLERK TYPIST  
EXTENDED DAY PROGRAM**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE**

**Open To:** The Public  
**Location:** Various Schools  
**Hours:** 30 weeks/8-12 hours per week  
**Salary:** \$16.56 per hour  
**Closing Date:** September 13, 2013

**EXAMPLE OF DUTIES:**

The incumbent will be responsible for a full range of duties including: typing a variety of materials from rough copy including correspondence, memos, reports, forms and applications, bills and other documents and records; reviewing and correcting drafts for compliance with originals; entering and retrieving data on computer terminals; maintaining records and searching files for information; sending out standard form letters, making minor revisions or additions; answering telephones; receiving and directing visitors; handling routine requests for information or assistance over the telephone or in person (e.g. reception desk); photocopying and collating materials; receiving, sorting and distributing mail; assisting in bulk mailings; assisting in or maintaining inventory and ordering supplies; performing other related duties as required.

**GENERAL KNOWLEDGE:**

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 skills; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which may include word processors, computer terminals and other automated 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.

**PREFERRED EXPERIENCE:**

Experience working in an Education Institution and PowerSchool experience.

**SUBSTITUTE REQUIREMENT:**

Graduation from high school with course work in typing.

**NOTE:**

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

**ELIGIBILITY REQUIREMENT:**

In addition to meeting the above requirements, candidates must submit the following information by the closing date in order to be considered for this position.

1. Cover letter
2. Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov>.
3. Three (3) current professional references to:

Eli Whitney Technical High School  
71 Jones Road  
Hamden, CT 06514  
ATT: Attallah Roundtree  
TEL: (203) 397-4031  
FAX: (203) 397-4129  
E-MAIL: [attallah.roundtree@ct.gov](mailto:attallah.roundtree@ct.gov)

Howell Cheney Technical High School  
791 W. Middle Turnpike  
Manchester, CT 06040  
ATT: Scott MacDonald  
TEL: (860) 649-5396  
FAX: (860) 649-5263  
E-MAIL: [scott.macdonald@ct.gov](mailto:scott.macdonald@ct.gov)

E.C. Goodwin Technical High School  
735 Slater Road  
New Britain, CT 06053  
ATT: Susanne Messier  
TEL: (860) 827-7736  
FAX: (860) 827-4862  
E-MAIL: [susanne.messier@ct.gov](mailto:susanne.messier@ct.gov)

Ella T. Grasso Technical High School (2 positions)  
189 Fort Hill Road  
Groton, CT 06340  
ATT: Wendy Monk  
TEL: (203) 448-0220  
FAX: (203) 446-9895  
E-MAIL: [wendy.monk@ct.gov](mailto:wendy.monk@ct.gov)

Albert I. Prince  
401 Flatbush Avenue  
Hartford, CT 06106  
ATT: Theresa Ginley  
TEL: (860) 951-7112  
FAX: (860) 951-1529  
E-MAIL: [theresa.ginley@ct.gov](mailto:theresa.ginley@ct.gov)

Bullard Havens Technical High School  
500 Palisade Avenue  
Bridgeport, CT 06610  
ATT: Annette Segarra-Negron  
TEL: (203) 579-6333  
FAX: (203) 579-6904  
E-MAIL: [annette.segarra-negron@ct.gov](mailto:annette.segarra-negron@ct.gov)

Vinal Technical High School  
60 Daniels Street  
Middletown, CT 06457  
ATT: Sofia Gonzalez  
TEL: (860) 344-7100  
FAX: (860) 344-2622  
E-MAIL: [sofia.gonzalez@ct.gov](mailto:sofia.gonzalez@ct.gov)

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTHSS does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie

Equal Employment Opportunity Director/American with Disabilities Act Coordinator

State of Connecticut Department of Education

25 Industrial Park Road

Middletown, CT 06457

860-807-2101

Levy.Gillespie@ct.gov

(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty

Education Consultant

Connecticut Technical High School System

25 Industrial Park Road

Middletown, CT 06457

860-807-2220

(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education

Office for Civil Rights

5 Post Office Square, Suite 900

Boston, Massachusetts 02109-3921

617-289-0111

fax number 617-289-0150

TTY/TDD 877-521-2172

(Matters related to race, color, national origin, age, sex and/or disability)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**