

State of Connecticut  
**JOB POSTING**

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

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

**Open To:** Public

**Location:** Office of Fiscal Affairs  
Danbury, CT - Midtown Campus

**Salary:** \$34,731

**Hours:** Monday – Friday, 8:00 a.m. – 4:30 p.m.

**Job Posting No:** 055974

**Closing Date:** Friday, October 18, 2013

WCSU's Office of Fiscal Affairs is responsible for providing Accounting, Accounts Payable, Payroll, and Budget support services to the University's faculty and staff. Fiscal Affairs is accepting applications for the position of Clerk Typist. Serves as receptionist, greeting/direct visitors and answering telephone inquiries; must possess proper phone etiquette; professional demeanor; excellent customer service skills and the ability to multi-task in a very busy, fast-paced office. Preference will be given to candidates with experience in the Microsoft Office Suite (particularly Excel) as well as those with excellent keyboarding, customer service, and interpersonal skills. The successful candidate must have prior work experience in the accounting field, preferably working with accounts payable. They must also be detail oriented, well organized, and have experience working with ledgers, mailing lists, and filing systems.

**MINIMUM QUALIFICATIONS REQUIRED:** 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 skill; 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.

**APPLICATION INSTRUCTIONS:** Prospective candidates must electronically apply by sending a cover letter, resume, and contact information of three (3) current professional references to Ms. Peggy Boyle, Assistant Director of Human Resources - Recruitment Materials must be submitted via email to: [hrpositions@wcsu.edu](mailto:hrpositions@wcsu.edu) as one (1) complete file (PDF or Word format only) and not via multiple attachments. In subject line of email reference the following: Your Last Name - #055974 Clerk Typist. Do not submit the state application. Application materials must be received in the above format no later than Friday, October 18, 2013. Late applications will not be accepted. All required documents must be submitted to be considered for interview.

In accordance with CSU System policy, all candidates for employment at Western Connecticut 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/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.