

**WESTERN CONNECTICUT STATE UNIVERSITY**  
**JOB OPPORTUNITY**  
**SECRETARY 2**

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

**Open To:** State Employees/Exam List \*  
\*See below eligibility requirements.

**Location:** Registrar's Office  
Danbury, CT - Midtown Campus

**Salary:** \$42,755 – 55,910

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

**Job Posting No:** 055867

**Closing Date:** Wednesday, October 3, 2012

The Registrar's Office helps guide students from their initial enrollment in the University all the way through completing their documentation for graduation. The environment is very fast paced, particularly during Registration, with a wide variety of tasks to be performed. Inquires come via telephone, fax, email, and in- person.

The person selected for this position will answer incoming calls, open and distribute office mail, create and maintain office filing systems, register students, create meeting agendas and take meeting minutes, create basic correspondence and reports, order and maintain office supplies, and more. The ideal candidate is highly organized and able to multi-task with ease, has excellent interpersonal skills as well as strong verbal and written communication skills. Additionally s/he has excellent keyboarding and word-processing skills and is extremely proficient in Microsoft Word and Excel. Previous use of Banner is preferred. \*Occasional evening and/or weekend work may be required.

**ELIGIBILITY REQUIREMENTS:** Candidates must have applied for and passed the Secretary 2 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

**GENERAL EXPERIENCE:** Three (3) years' experience above the routine clerk level in office support or secretarial work.

**SPECIAL EXPERIENCE:** One (1) year of the General Experience must have been as a Secretary 1 or its equivalent.

**SUBSTITUTION ALLOWED:** College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

**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, Associate in Human Resources. 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 - #055867 Secretary 2. Do not submit the state application. Application materials must be received in the above format no later than **Wednesday, October 3, 2012**.

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.