



# STATE OF CONNECTICUT



## DEPARTMENT OF EDUCATION

### CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM JOB OPPORTUNITY CLERK TYPIST SUMMER PROGRAM

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

**Open To:** The Public

**Location:** Various Schools – see attached list

**Hours:** 4 weeks / 6 weeks

**Job Posting #** 102132, 98897, 102131, 102130, 98763, 62911, 98908, 60913

**Salary:** \$17.06 per hour (effective 7/1/14)

**Closing Date:** June 16, 2014

**EXAMPLE OF DUTIES:** The incumbent will be responsible for a full range of duties including; typing using a typewriter, personal computer and other electronic recording device from a rough copy or including correspondence, memos, reports, forms, applications, bills and other documents and records with speed and accuracy; reviews and corrects drafts for conformance with originals; entering and retrieving data on personal computer and computer terminals. Maintains logs; sets up and maintains records and files according to established procedures; searches files for information. Prepares and sends out standard form letters making minor revisions or additions. Compiles information from standard sources and prepares reports. Answers phone, transfers calls and takes messages; receives and directs visitors; handles routine requests for information, procedural guidelines or assistance over the telephone or in person (e.g. reception desk). Receives, sorts and distributes mail; reviews materials for accuracy and completeness, makes changes per instructions or as authorized, verifies information through cross-referencing of existing computer and/or manual files or inquiries by phone or form letter to sender or other work units; assists in or maintains inventory and orders supplies; performs 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; 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.

**SUBSTITUTE REQUIREMENT:**

Graduation from high school with course work in typing.

**PREFERRED EXPERIENCE:**

Experience working in an education institution.

**NOTE:**

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

**APPLICATION INSTRUCTIONS:**

In addition to meeting the above requirements, candidates must submit the following information by close of business on 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) pertinent professional references
4. Candidates currently employed in state service, please submit your two most recent service ratings with your application materials to:

**Please note: Applications will be accepted via U.S. mail or hand delivered only.**

**If you are applying for multiple positions, a separate application must be submitted for each vacancy.**

**Please see below for a list of vacancies:**

Bullard-Havens Technical High School  
500 Palisade Avenue  
Bridgeport, CT 06610  
ATTN: Annette Segarra-Negron  
TEL: (203) 579-6333

Ella T. Grasso Technical High School  
189 Fort Hill Road  
Groton, CT 06340  
ATTN: Wendy Monk  
TEL: (860) 448-0220

W.F. Kaynor Technical High School  
43 Tompkins Street  
Waterbury, CT 06708  
ATTN: Anna Mauriello  
TEL: (203) 596-4302

A.I. Prince Technical High School  
500 Brookfield Street  
Hartford, CT 06106  
ATTN: Theresa Ginley  
TEL: (860) 951-7112

E. C. Goodwin Technical High School  
735 Slater Road  
New Britain, CT 06053  
ATTN: Susanne Messier  
TEL: (860) 827-7736

Vinal Technical High School  
60 Daniels Street  
Middletown, CT 06457  
ATTN: Sofia Gonzalez  
TEL: (860) 344-7100

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 Connecticut State 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

860-807-2071

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**