



STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION



CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM JOB OPPORTUNITY WOLCOTT TECHNICAL HIGH SCHOOL SECRETARY 1

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

Open To: Candidates on a current Secretary 1 examination list

Location: 75 Oliver Street, Torrington

Job Posting # 60651

Hours: 6:30 a.m. – 3:00 p.m.

Salary: \$42,684 - \$56,009

Closing Date: October 12, 2016

ELIGIBILITY REQUIREMENT:

Candidates must have applied for and passed the Secretary 1 exam and be on the current certified list promulgated by the Department of Administrative Services for this classification. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.** State employees who have attained permanent status and are eligible for appointment may also apply.

GENERAL KNOWLEDGE:

Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

EXAMPLE OF DUTIES:

This individual will be responsible for a full range of duties that include: Using a personal computer or other electronic equipment formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc.; proofreads for content; edits using knowledge of grammar, punctuation and spelling. Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews reference materials and manuals. Composes routine letters/memoranda, etc. (e.g. standard replies and acknowledgement letters) for supervisor's signature. Compiles information from standard sources and prepares data reports (e.g. number of forms processed during the month). Greets and directs visitors; answers phones and takes messages; answers questions requiring knowledge of terminology, organization, supervisor's responsibilities, etc. (e.g. appropriate referrals, general purpose of the unit). Scans correspondence; pulls and attaches related materials; reviews, routes and prioritizes mail. Arranges and coordinates meetings (including space and equipment); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using

shorthand, speedwriting or machine transcription prepares expense accounts; makes travel arrangements. Maintains an inventory of supplies and equipment; orders supplies when necessary; completes processes and maintains paperwork for purchasing (e.g. orders, requisitions, invoices, etc.); maintains time and attendance records; performs related duties as required.

GENERAL EXPERIENCE:

Two (2) years' experience above the routine clerk level in office support or secretarial work.

SUBSTITUTIONS 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.

PREFERRED EXPERIENCE:

- Experience operating office equipment;
- Experience using Microsoft Office applications including MS Word, Excel, Outlook and PowerPoint computer systems;
- Ability to create and revise reports;
- Experience in a fast-paced environment with interpersonal, written and oral communications skills;
- Experience working with confidential and time sensitive information;
- Experience in providing administrative support utilizing problem solving and interpersonal skills;
- Experience using business communications (composing complex letters and memoranda).

NOTE: The filling of these positions 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. The names and contact information for three (3) pertinent professional references
3. Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov>
4. Candidates currently employed in state service, please submit your two most recent service ratings with your application materials to:

**Wolcott Technical High School
75 Oliver Street
Torrington, CT 06790
ATTN: Susan Minicucci
TEL: (860) 496-5300**

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

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 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 EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER