



# STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION



DEPARTMENT OF EDUCATION  
JOB OPPORTUNITY  
DURATIONAL / PART-TIME CLERK TYPIST  
ELI WHITNEY TECHNICAL HIGH SCHOOL

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE](#)**

**Open To:** The Public  
**Location:** 71 Jones Road, Hamden, CT  
**Hours:** 10:00 a.m. – 2:00 p.m.  
**Salary:** \$16.56 per hour  
**Closing Date:** March 20, 2014  
**Position #:** 107762

**NOTE:** This durational position has an end date of June 30, 2015.

**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 knowledge in computer systems.

**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.

**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. Three (3) current 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:

**Eli Whitney Technical High School  
71 Jones Road  
Hamden, CT 06514  
ATTN: Attallah Roundtree  
TEL: (203) 397-4031  
FAX: (203) 397-4129**

**Please note: Applications will be accepted via fax, 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 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**