State of Connecticut
JOB POSTING

CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM
DEPARTMENT OF EDUCATION
JOB OPPORTUNITY
SECRETARY I
ELLA T. GRASSO TECHNICAL HIGH SCHOOL

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

Open To: Public

Location: 189 Fort Hill Road, Groton, CT 06340

Job Posting No: 00059022

Hours: 7:30 a.m. to 4:00 p.m.

Salary: $39,061 – $51,255

Closing Date: April 4, 2012

ELIGIBILITY REQUIREMENT:
Candidates must have applied for and passed the Secretary 1 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 a lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

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 may include word processors, computer terminals or other automated equipment; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor); ability to type at a net speed of 50 wpm.

EXAMPLE OF DUTIES:
This individual will be responsible for a full range of duties that include: greeting and directing visitors; providing general information in response to telephone calls; composing routine correspondence using a typewriter, word processor, or other automated equipment; proofreading correspondence; scheduling meetings; reviewing, routing and prioritizing mail; organizing and maintaining filing systems; making travel arrangements; preparing a variety of forms, including travel authorizations, travel reimbursements, internal purchase requisitions, receiving reports, requisitions for supplies, etc.; and other related duties as may be 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.

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 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 letters of professional reference to:

Ella T. Grasso Technical High School
189 Fort Hill Road
Groton, CT 06340
ATTN: Wendy Monk, Business Manager
TEL: (860) 448-0220
FAX: (860) 446-9895
E-MAIL: wendy.monk@ct.gov

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 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
860-807-2101
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