

HOUSATONIC COMMUNITY COLLEGE
JOB OPPORTUNITY
PART-TIME CLERK TYPIST (Payroll Dept.)

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

Open To: The Public
Location: Housatonic Community College, Bridgeport, CT
Job Posting No: 87753
Hours: 20 hours per week. Flexible schedule between Monday – Friday, 9am – 5pm.
Some night and weekend hours may be required from time to time.
Annual Salary: \$17,282.50 approximate annual plus excellent fringe benefits
Closing Date: **October 19, 2013;** Applications must be received by this date.

ELIGIBILITY REQUIREMENTS: Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; basic interpersonal skill; basic oral and written communications; ability to operate office equipment including word processor, computer terminals or other automated equipment; reviews materials for accuracy and completeness; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering. Six (6) months as a typist or its equivalent.

PREFERRED EXPERIENCE AND SKILLS: High degree of neatness, accuracy, thoroughness and ability to work effectively with figures. Knowledge of CORE-CT, Windows and Microsoft Office. Experience in payroll or clerical work involving finances.

EXAMPLES OF DUTIES: The primary responsibilities of this position include, but are not limited to the following:

- Typing and data entry, using personal computer and/or typewriter
- Filing/duplicating
- Routine Correspondence
- Compile and prepare reports
- Process routine clerical projects
- Telephone/interpersonal contact with the public
- 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
- Computerized record keeping and preparation of reports
- Perform other related work as required.

TO APPLY: Interested candidates must submit cover letter, resume and the required* Application for Examination or Employment (CT-HR-12) ****** available online at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf to:

Mail: Human Resources Department
PT Clerk Typist Search
Housatonic Community College
900 Lafayette Boulevard
Bridgeport, CT 06604-4704

PLEASE DO NOT FAX

E-mail: ho-humanresources@hcc.commnet.edu (**Attachments ONLY**)

****Incomplete submissions without the required application (or with the wrong application) will not be accepted.
CT-HR-12 application must be completed in its entirety; references to resume are not acceptable.*

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

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.