

SOUTHERN CONNECTICUT STATE UNIVERSITY

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

Open To: Candidates on a current examination list  
Job Title: Head Clerk  
Location: Registrar's Office  
Salary: \$42,039.00-\$55,131.00  
Closing Date: August 16, 2013

**ELIGIBILITY REQUIREMENT:** Candidates must have applied for and passed the Head Clerk exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this vacancy.

**NOTE:** The filling of this position will be in accordance with reemployment, SEBAC, Transfer, promotion and merit employment rules.

**EXAMPLE OF DUTIES:** Coordinates office workflow; determines priorities, schedules, assigns, oversees and review work; establishes and maintains office procedures provide staff training and assistance; conducts or assists in conducting performance evaluations; maintains or oversees maintenance of office records and logs; acts as liaison with operating units, agencies and outside officials; perform a range of clerical procedures which may include such things as processing, reception, filing, record-keeping, performs other related duties as required.

**MINIMUM QUALIFICATIONS:** Knowledge of office systems and procedures ability to perform full range of clerical tasks; interpersonal skills; oral and written communications skills; ability to schedule and prioritize workflow; ability to operate office equipment which may include personal computers, ability to read, understand and apply a variety of materials.

**EXPERIENCE AND TRAINING:** General Experience - Three (3) years of general clerical experience. Special Experience - One (1) years of the General Experience must have involved a full range of general clerical duties as an Office Assistant or its equivalent.

**APPLICATION INSTRUCTIONS:** Qualified candidates who meet the above requirements should submit a cover letter, a resume, two (2) professional references (current state employees provide last two service rating in lieu of references) and an Application for Employment (Form CT-HR-12) which is available at <http://das.state.ct.us/HR/forms/CT-HR-12> Application. Please submit application to:

**Ms. Jacqueline D. Patton  
Human Resources Administrator  
Southern CT State University  
501 Crescent Street  
New Haven, CT 06515**

**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.

