

**CENTRAL CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY
SECRETARY 2**

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

Open To: State Employees / Candidates on a current Secretary 2 exam list (see Eligibility Requirements)

Location: Office of School and Community Partnerships

Job Posting No: C15-057 (Include Job Posting Number in Cover Letter)

Hours: Monday through Friday, 8 A.M. to 5 P.M. with a 1 hour meal period (40 hours per week)

Salary: \$45,360 to \$59,316 Annually (Salary Grade CL16)

Closing Date: March 2, 2015

The Office of School and Community Partnerships coordinates all aspects of the student teaching application and placement process. This involves regular and timely communication with students, student teaching supervisors, and program coordinators. In addition, the Office tracks field experience and assessment data in an electronic database. The secretary for this Office will provide clerical support to the Coordinator of School and Community Partnerships in these and other duties.

Eligibility Requirements: State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Candidates must have applied for and passed the Secretary 2 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification.

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

General Experience: Three (3) years' experience above the routine clerk level in office support or secretarial work.

Special Experience: One year of the General Experience must have been as a Secretary 1 or its equivalent.

Substitution Allowed: College training in the secretarial sciences may be substituted for the General Experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

Preferred Experience:

Experience working in an educational environment
Experience working under more than one Supervisor or with several different units
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 and customer service skills
Experience working with confidential and time sensitive information
Experience working independently.

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

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a complete application package by the closing date for each Secretary 2 position applying for that includes the following:

- 1) Cover letter specifying this Job Posting Number: (C15-057)
- 2) a completed State application (**CT-HR-12**) available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf
- 3) the names, titles and phone numbers of two current professional references
- 4) State employees attach copies of your two most recent performance appraisals.

Incomplete application packages will not be accepted. Applications must be postmarked by March 2, 2015. Faxes will not be accepted. Send cover letter, application, references and performance appraisals to:

**Human Resources
Davidson Hall – Room 119
Central Connecticut State University
1615 Stanley Street
New Britain, CT 06050**

(Telephone: 860-832-1756)

All candidates for employment at Central CT State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity and affirmative action employer. Members of all underrepresented groups, women, veterans and persons with disabilities are invited and encouraged to apply.