

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

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

Open To: Candidates on a current Secretary 2 exam list or lateral transfers

Location: Physical Education and Human Performance

Job Posting No: C16-010 (Include Job Posting Number in Cover Letter)

Hours: Monday through Friday, 8:00 A.M. to 5:00 P.M. with a 1 hour meal period (40 hours per week)

Salary: \$46,721 to \$61,096 annually (Salary Grade CL-16)
Candidates new to state service start at the minimum of the salary range

Closing Date: Friday, July 31, 2015

Eligibility Requirements: 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. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

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 a culturally diverse educational environment; Experience completing travel forms and coordinating special events; Experience using Microsoft Office applications including MS Word, Excel, Outlook and PowerPoint; Experience with databases including building queries and reports; Experience in a fast-paced environment with excellent interpersonal and customer service skills; Experience working as the main point of contact for a Unit or Department, including answering multi-line telephones and greeting walk-in visitors; Experience multi-tasking and prioritizing clerical-related duties in an office environment.

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 that includes the following:

- 1) Cover letter specifying this Job Posting Number: (C16-010)
- 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 received by Human Resources before 5:00 p.m. on Friday, July 31, 2015, for consideration. Faxes will not be accepted. Send or hand deliver application packages to:

**Human Resources
Davidson Hall – Room 101
Central Connecticut State University
1615 Stanley Street
New Britain, CT 06050
(Telephone: 860-832-0031)**

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.