

SOUTHERN CONNECTICUT STATE UNIVERSITY
Job Opportunity
Secretary 2

Open To: State Employees/Candidates on a current Secretary 2 exam list
Location: Anthropology Department
Search No: C13-020
Hours: Monday through Friday – 8:00 a.m. to 4:30 p.m. – 40 hours per week
Salary: \$44,038 to \$57,588 annually
Closing Date: January 29, 2014

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

Example of Duties: The person selected for this position will be responsible for the full range of secretarial duties including greeting and directing visitors, answering/screening telephone calls; proofreading documents for accuracy, creating and maintaining office filing systems; processing departmental memos and reports; maintaining an inventory of supplies and equipment and other related duties as required.

General 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 may include word processors; computer terminals or other automated equipment; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor)

EXPERIENCE AND TRAINING:

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

Special Experience: One (1) 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 fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

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

Application Instructions: Qualified candidates who meet the above requirements should submit a cover letter specifying this posting (C13-020) resume, a completed State application (CT-HR-12 available at <http://das.ct.gov/HR/Forms>) two (2) letters of professional references from current and/or previous supervisors. State employees must submit two (2) most recent performance appraisals in lieu of references. Faxes will not be accepted. Send cover letter, application and references to:

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

All candidates for employment at Southern Connecticut State University are subject to a re-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 Employment Opportunity Employer.

The State of Connecticut is an equal opportunity and affirmative action employer and strongly encourages the applications of women, minorities, veterans and persons with disabilities to apply.