

**SOUTHERN CONNECTICUT STATE UNIVERSITY  
Job Opportunity**

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

**Open To:** The Public  
**Location:** Admissions  
**Job Title:** Clerk Typist  
**Hours:** 8:00 a.m. – 4:30 p.m. Monday – Friday  
**Salary:** \$35,602.00

**Closing Date:** February 16, 2015

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

**Eligibility Requirements:** Six (6) months as a typist or its equivalent

**Minimum Qualifications Required**

**Knowledge, Skill, and Ability:**

Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing at a net speed of 40 wpm; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which may include computer terminals or other automated equipment.

**General Experience:** Six (6) months as a Typist or its equivalent. Graduation from high school with coursework in typing may be substituted for General Experience.

**Examples of Duties:** Answer telephone calls and greets visitors, answer general and basic questions; receives and sorts incoming mail; files documents according to established procedures; prepares routine correspondence; Filing: Maintain logs; sets up and maintains records and files according to established procedures; prepares correspondence; Compiles information from standard sources and prepares reports; use automated office equipment, performs other related duties as required.

**Application Instructions:** Qualified candidates who meet the above requirements should submit cover letter, resume and a State Application (CT-HR-12). State employees attach copies of your last two performance appraisals. Non-state employees attach two letters of professional references to:

Ms. Tami LaPlante  
Human Resources Administrator  
Southern Connecticut State University  
501 Crescent Street  
New Haven, CT 06515  
Fax (203) 392-5571  
NO PHONE CALLS PLEASE

**An Equal Opportunity/Affirmative Action Employer and strongly encourages the applications of women, minorities, and persons with disabilities to apply.**