

**SOUTHERN CONNECTICUT STATE UNIVERSITY
REPOSTED
SECRETARY 2
DEAN'S OFFICE - SCHOOL OF ARTS AND SCIENCES**

JOB TITLE: Secretary 2
HOURS: 40 hours per week – 9:00 a.m. – 5:30 p.m. Monday – Friday
SALARY: CL – 16 - \$45,360 - \$59,316
CLOSING DATE: September 25, 2014
Search# C14-009

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.**

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.

Minimum Qualifications:

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 other electronic equipment; ability to operate office suite software; 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: Prospective candidates who meet the above requirements should submit a cover letter, a completed State Application Form (CT– HR-12 available at www.das.ct.gov/HR/Forms) and contact information of three (3) current professional references. State employees must include a copy of your two (2) most recent performance appraisals to:

Kimberly Massores
Office of Human Resources
Southern Connecticut State University
501 Crescent Street
New Haven, CT 06515
Fax (203) 392-8802

SCSU is an Affirmative Action/Equal Opportunity employer. The University seeks to enhance the diversity of its faculty and staff. People of color, women and persons with disabilities are strongly encouraged to apply.