

SOUTHERN CONNECTICUT STATE UNIVERSITY
501 Crescent Street
New Haven, CT 06515

SECRETARY 2

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

Open To: Candidates on a current examination list.
Hours: Full Time/40 hours per week
Location: Physics Department
Search #: C11-015
Job Title: Secretary 2
Salary: \$42,755.00 - \$55,910.00
Closing Date: April 16, 2012

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. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Description 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; arrange and coordinate meetings; prepare expense accounts; make travel arrangements; maintaining an inventory of supplies and equipment and other related duties as required.

General Knowledge: Considerable knowledge of office and systems 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 & 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.

To Apply: Interested candidates who meet the above requirements should submit a cover letter, resume and a signed State of Connecticut Application for Examination or Employment Form (CT-HR-12) located at <http://das.ct.gov/employment>. State employees please attach copies of your last two performance appraisals. Non-state employees attach two current signed letters of professional references. All application materials must be received by close of business on the closing date indicated above.

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

Submit Applications To:

Ms. Jacqueline D. Patton
Human Resources Administrator
Southern Connecticut State University
501 Crescent Streets
New Haven, CT 06515
Fax (203) 392-5571
NO PHONE CALLS PLEASE

Southern Connecticut State University is an Equal Opportunity/Affirmative Action Employer and strongly encourages the applications of women, minorities, and persons with disabilities to apply.