

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

SECRETARY 1

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

Open To: The Public
Hours: Full Time/40 hours per week
Location: Management/MIS
Search #: C11-010
Job Title: Secretary 1
Salary: \$39,061.00 - \$51,255.00
Closing Date: December 29, 2011

Eligibility Requirement: Candidates must have applied for and passed the Secretary 1 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.

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; maintaining an inventory of supplies and equipment and other related duties as required.

General Knowledge: Considerable knowledge of office procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office suite software; ability to take notes.

Experience & Training: General Experience: Two (2) years experience above the routine clerk level in office support or secretarial work.

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 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. Darci Carson
Assistant in Human Resources
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