

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

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

**Open To:** State Employees  
**Hours:** Full Time/40 hours per week  
**Job Title:** Secretary 2  
**Salary:** \$42,755.00 - \$55,900.00  
**Closing Date:** February 10, 2011

**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.

**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:** Must possess good 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.

**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, excellent oral and written communication skills.

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 the position will be in accordance with reemployment SEBAC, transfer, promotion and Merit employment rules.

**Application Instructions:**

Interested candidates who meet the above requirements should forward a cover letter and a signed State Application Form (CT-HR-12); copy of last two performance appraisals no later than February 10, 2011 to:

Jacqueline D. Patton  
Human Resources Administrator  
Southern Connecticut State University  
501 Crescent Street  
New Haven, CT 06515  
Fax (203) 392-5571

The State Application (CT-HR-12) may be obtained from the Department of Administrative Services website at <http://das.ct.gov/employment>.

In accordance with CSU System policy, all candidates for employment at Southern Connecticut State University are subject to a pre-employment background investigation, including criminal background check and reference check.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

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