



# STATE OF CONNECTICUT



## DEPARTMENT OF EDUCATION

### JOB OPPORTUNITY CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM SECRETARY 1

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

**Open To:** Candidates on a current Secretary 1 examination list

**Location:** 25 Industrial Park Road, Middletown, CT 06457

**Job Posting #** 60696

**Hours:** 8:00 a.m. – 4:30 p.m.

**Salary:** \$40,233 - \$52,793

**Closing Date:** November 4, 2013

#### **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 for this classification. State employees currently holding the above title or those who have previously attained permanent status 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.**

#### **GENERAL KNOWLEDGE:**

Considerable knowledge of office systems and 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 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); ability to type at a net speed of 50 wpm.

#### **EXAMPLE OF DUTIES:**

This individual will be responsible for a full range of duties that include: greeting and directing visitors; providing general information in response to telephone calls; composing routine correspondence using a typewriter, word processor, or other automated equipment; proofreading correspondence; scheduling meetings; reviewing, routing and prioritizing mail; organizing and maintaining filing systems; making travel arrangements; preparing a variety of forms, including travel authorizations, travel reimbursements, internal purchase requisitions, receiving reports, requisitions for supplies, etc.; and other related duties as may be required.

#### **GENERAL EXPERIENCE:**

Two (2) years' experience above the routine clerk level in office support or secretarial work.

**SUBSTITUTIONS 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.

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

**PREFERRED EXPERIENCE:**

Excellent communication, customer service and organizational skills; experience in Microsoft Office Programs including Word and Excel; experience maintaining time and attendance records, accounts payable and clerical work involving finances; experience ordering and managing office supplies using Core-CT, recording, monitoring and distributing supplies to multiple users.

**APPLICATION INSTRUCTIONS:**

In addition to meeting the above requirements, candidates must submit the following information in order to be considered for this position.

1. Cover letter
2. Three (3) current professional references
3. Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov> to:

**Connecticut Technical High School System**  
**25 Industrial Park Road**  
**Middletown, CT 06457**  
**ATTN: Robin Fiumara**  
**TEL: (860) 807-2148**  
**FAX: (860) 807-2068**  
**E-MAIL: [robin.fiumara@ct.gov](mailto:robin.fiumara@ct.gov)**

**All required documents must be received by close of business on the closing date to be considered for interview.**

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTHSS does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie  
Equal Employment Opportunity Director/American with Disabilities Act Coordinator  
State of Connecticut Department of Education  
25 Industrial Park Road  
Middletown, CT 06457  
860-807-2101  
[Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov)  
(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty  
Education Consultant  
Connecticut Technical High School System  
25 Industrial Park Road  
Middletown, CT 06457  
860-807-2220

(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education  
Office for Civil Rights  
5 Post Office Square, Suite 900  
Boston, Massachusetts 02109-3921  
617-289-0111  
fax number 617-289-0150  
TTY/TDD 877-521-2172

(Matters related to race, color, national origin, age, sex and/or disability)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**