

**CENTRAL CONNECTICUT STATE UNIVERSITY  
JOB OPPORTUNITY  
SECRETARY 1 – PART TIME**

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

**Open To:** Candidates on a current examination list and Lateral Transfers

**Location:** Graduate Studies

**Job Posting No:** C13-019

**Hours:** 30 hours per week – Minimum of 4 days per week – Work schedule to be determined.

**Salary:** Hourly: \$18.71 to \$24.55 (CL-14)

**Closing Date:** November 20, 2012

**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 this class may apply for lateral transfer.

**Knowledge, Skills and Abilities:** 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 may include personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

**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.

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

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit: **1)** a cover letter specifying this posting (C13-019); **2)** a completed State application (**CT-HR-12 – available at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)** and **3)** the names, titles and phone numbers of two current professional references. **Application packages will not be considered without these documents. Applications must be postmarked by November 20, 2012. Faxes will not be accepted. Send cover letter, application and references to:**

**Human Resources: Teresa Velez  
Davidson Hall – Room 119  
Central Connecticut State University  
1615 Stanley Street  
New Britain, CT 06050**

(Telephone: 860-832-1756)

All candidates for employment at Central CT State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

*CCSU aggressively pursues a program of equal employment and educational opportunity and affirmative action. Members of all underrepresented groups, women, veterans and persons with disabilities are invited and encouraged to apply.*