

EASTERN CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY

SECRETARY 1
REGISTRAR'S OFFICE

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

Open To: On the current active Secretary 1 examination list, or permanent state employees who currently hold the title of Secretary 1.
Location: Registrar's Office, ECSU, Willimantic, CT
Job Posting No: 57195
Hours: 8:00am to 5:00pm
Salary: \$39,061.00 - \$51,255.00
Closing Date: June 28, 2013

Eligibility Requirement: Candidates must have applied for and passed the examination for Secretary 1 and be on the current certification list promulgated by the Department of Administrative Services for this classification. The current list was promulgated March 1, 2013 and expires February 28, 2018. Permanent State employees currently holding the above title or those who have previously attained permanent status are also eligible for consideration. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties include but are not limited to: Duties consistent with the State of Connecticut Job Specification. **Typing:** Using a personal computer or other electronic equipment formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc.; proofreads for content; edits using knowledge of grammar, punctuation and spelling. **FILING:** Designs office filing systems; organizes and maintains files; maintains, updates and reviews reference materials and manuals. **CORRESPONDENCE:** Composes routine letters/memoranda, etc. for supervisor's signature. **REPORT WRITING:** Compiles information from standard sources and prepares data reports. **INTERPERSONAL:** Greets and directs visitors; answers phones and takes messages; answers questions requiring knowledge of terminology, organization, supervisor's responsibilities, etc. **PROCESSING:** Scans correspondence; pulls and attaches related materials; reviews, routes and prioritizes mail. **PERSONAL SECRETARY:** Arranges and coordinates meetings, writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machine transcription; prepares expense accounts; makes travel arrangements. **OFFICE MANAGEMENT:** Maintains an inventory of supplies and equipment; orders supplies when necessary; completes, processes and maintains paperwork for purchasing; maintains time and attendance records; performs related duties as required.

Knowledge, Skills and Abilities: 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 includes personal computers and 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 bases 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. Individuals with Reemployment/SEBAC rights must be given first preference for this position.

Application Instructions: Qualified candidates who meet the above requirements should complete an Eastern Application as well as a send a cover letter, a resume, along with three letters of reference to La Shawn McBride, Office of Human Resources, Gelsi & Young Hall, 83 Windham Street, Willimantic, CT 06226. To access the application click the following link: <http://www.easternct.edu/humanresources/Emapp.pdf>

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.