



Department of
ADMINISTRATIVE SERVICES
Job Postings



SOUTHERN CONNECTICUT STATE UNIVERSITY
Secretary 2
Office of Sponsored Programs and Research (SPAR)

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

Open To: State Employees/Candidates on a current examination list
Location: Sponsored Programs and Research (SPAR)
Hours: 8:00 a.m. – 4:30 p.m.
Salary: \$46,721.00 - \$61,096.00
Closing Date: December 23, 2016
Search Number: CL16-009

ELIGIBILITY REQUIREMENTS: Candidates must have applied for and passed the Secretary II 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 a lateral transfer. Those candidates appearing on layoff or SEBAC lists are given first consideration.

DUTIES: The person selected for this position will be responsible for the full range of secretarial duties including typing, filing correspondence, greeting and directing visitors, answering/screening telephone calls; proofreading documents for accuracy, creating and maintaining office filing systems; processing departmental memos, report writing; maintaining an inventory of supplies and equipment and office management as indicated in the job specification.

MINIMUM QUALIFICATIONS REQUIRED: Knowledge, Skill and Ability: Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office suite software; ability to take notes.

PREFERRED QUALIFICATIONS: Strong written and verbal communication skills. Attention to detail; ability to assist with budget and reporting requirements, ability to review and provide assistance with tasks in timely response to grant reporting guidelines, policies, and procedures.

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 I or its equivalent.

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.

APPLICATION INSTRUCTIONS: Qualified candidates who meet the above requirements should submit a cover letter and a completed state application for employment CT-HR-12, and contact information of three (3) current professional references. State employees must include a copy of the two most recent performance appraisals to:

Office of Human Resources
Attn: Diane Mazza
Secretary II Position
Southern Connecticut State University
501 Crescent Street
New Haven, CT 06516
Fax information to: 203-392-8802

In accordance with BOR 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. Selection for employment is contingent upon satisfactory completion of the background investigation.

AN AFFIRMATIVE ACTION EQUAL OPPORTUNITY EMPLOYER

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