

WESTERN CONNECTICUT STATE UNIVERSITY  
JOB OPPORTUNITY  
SECRETARY 2

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

**Open To:** State Employees/Exam List \*  
\*See below eligibility requirements.

**Location:** Ansell School of Business Westside Campus - Danbury, CT  
Finance, Marketing and Accounting Departments

**Salary:** \$44,038 - \$57,588

**Hours:** Monday – Friday, 8:00 a.m. – 4:30 p.m.

**Job Posting No:** 056070

**Closing Date:** Friday, June 6, 2014

Responsible for the full range of secretarial support duties for the department chairs and faculty which will include: answer/screen calls, word processing, filing, making photocopies, correspondence, arrange and coordinate department meetings, order/maintain office supplies, assist with department budgets, handle textbook orders, classroom access forms, recruitment reimbursement forms, food service order forms, department travel forms, faculty workload reports, maintain lecturer (adjunct) contracts and databases, take minutes when necessary. Must be able to maintain confidentiality, possess excellent customer service skills and the ability to multi-task in a busy, fast-paced office. Proficiency in Microsoft Word /Outlook/Excel is required. BANNER (Student Information Program) experience is preferred.

**ELIGIBILITY REQUIREMENTS:** 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 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.**

**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'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 includes personal computers other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

**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.

**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 this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**APPLICATION INSTRUCTIONS:** Prospective candidates must apply via email by submitting a cover letter, which includes the contact information of three (3) current professional references along with a resume to Ms. Peggy Boyle, Assistant Director of Human Resources. Materials must be submitted via email to: [hrpositions@wcsu.edu](mailto:hrpositions@wcsu.edu) as one (1) complete file (PDF or Word format only) and not via multiple attachments. In subject line of email reference: Your Last Name - #056070 ASB Secretary 2. Do not submit the state application. Application materials must be received in the above format no later than **Friday, June 6, 2014** in order to be considered. Late applications will not be accepted.

In accordance with CSU System policy, all candidates for employment at Western Connecticut 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**

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