

**WESTERN CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY
CLERK TYPIST**

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

Open To: Public

Location: Office of Fiscal Affairs
Danbury, CT - Midtown Campus

Salary: \$35,602

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

Job Posting No: 055974

Closing Date: Friday, August 15, 2014

WCSU's Office of Fiscal Affairs is responsible for providing Accounting, Accounts Payable, Payroll, and Budget support services to the University's faculty and staff. Fiscal Affairs is accepting applications for the position of Clerk Typist. Serves as receptionist, greeting/direct visitors and answering telephone inquiries; must possess proper phone etiquette; professional demeanor; excellent customer service skills and the ability to multi-task in a very busy, fast-paced office. Preference will be given to candidates with experience in the Microsoft Office Suite (particularly Excel) as well as those with excellent keyboarding, customer service, and interpersonal skills. The successful candidate must have prior work experience in the accounting field, preferably working with accounts payable. They must also be detail oriented, well organized, and have experience working with ledgers, mailing lists, and filing systems.

MINIMUM QUALIFICATIONS REQUIRED: Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

GENERAL EXPERIENCE: Six (6) months as a Typist or its equivalent.

SUBSTITUTION ALLOWED: Graduation from high school with coursework in typing.

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

APPLICATION INSTRUCTIONS: Eligible candidates must submit a cover letter, which includes the contact information of three (3) current professional references and a resume as one (1) Word document or PDF. Submit via email to: hrpositions@wcsu.edu. Do not submit the cover letter in body of the email. Do not submit the state application. In subject line of email reference: Your Last Name #055974 Clerk Typist – Fiscal Affairs. Your email with the one attachment must be received no later than **Friday, August 15, 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.