

**DEPARTMENT OF EDUCATION  
CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM  
JOB OPPORTUNITY  
OFFICE ASSISTANT (PART-TIME)**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS BELOW!**

**Open To:** The Public  
**Program:** Licensed Practical Nursing Program  
**Location:** 500 Palisade Avenue, Bridgeport, CT 06610  
**Hours:** 25 hours per week / M-F – 5 hours per day  
**Salary:** \$17.93 per hour  
**Closing Date:** December 1, 2010

**Eligibility Requirement:**

**Candidates must have applied for and passed the Office Assistant 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.**

**EXAMPLE OF DUTIES:**

This individual will be responsible for a full range of duties that include greeting and directing visitors; providing general information over the telephone and/or referring calls to appropriate staff members; typing a variety of materials using a typewriter, computer or other automated equipment; maintaining calendars of due dates and initiating recurring work or special clerical projects accordingly; exercising discretion in choosing appropriate follow through procedures within defined guidelines; entering and retrieving data on computer terminals; setting up and maintaining records and files according to established procedures (alpha or numerical); searching files for information; receiving money and preparing for deposit; maintaining inventory and ordering supplies; coordinating service repairs for a variety of office equipment; performing related duties as necessary.

**GENERAL KNOWLEDGE:**

Knowledge of office systems and procedures including proper telephone usage and filing; strong oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which may include word processors, computer terminals, or other automated equipment; ability to schedule and prioritize workflow; ability to read and interpret complex instructions and meet deadlines.

**GENERAL EXPERIENCE:**

Two (2) years' general clerical work experience.

**SUBSTITUTE REQUIREMENT:**

College training may be substituted for the general clerical experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

**Note:**

- 1) The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.
- 2) The incumbent will work ten months a year, school days only.

**APPLICATION INSTRUCTIONS:**

In addition to meeting the above eligibility requirements, candidates **must** submit the following information in order to be considered for this position.

1. Cover letter
2. Application for Employment (CT-HR-12), available online at <http://das.ct.gov/>
3. Three (3) current letters of professional reference to:

Bullard-Havens THS  
Annette Segarra-Negron, Business Manager  
500 Palisade Avenue  
Bridgeport, CT 06610  
Tel. # (203) 579-6333/Fax # (203) 579-6904  
[annette.segarra-negron@ct.gov](mailto:annette.segarra-negron@ct.gov)

“The Connecticut State Board of Education is an equal opportunity/affirmative action entity. For more information, please call Levy Gillespie, Equal Employment Opportunity Director, State of Connecticut Department of Education, (860)-807-2101 (Equal Employment Opportunity Director (American with Disabilities Act Coordinator); and/or Beatrice Tinty, Education Consultant, Connecticut Technical High School System, (860)-807-2220 (Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973).”

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**