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East Haven  
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TOWN CLERK'S OFFICE  
EAST HAVEN, CONN  
Lisa Balter  
TOWN CLERK



CIVIL SERVICE COMMISSION

**Amended  
Notice of Testing**

The Civil Service Commission announces an open-competitive examination for the position of Secretary I, Grade Level 9.

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<b>TIME:</b>	<b>To be Announced</b>
<b>DATE:</b>	<b>To be Announced</b>
<b>PLACE:</b>	<b>To be Announced</b>
<b>SALARY:</b>	<b>\$19.98 per hour, 33.75 hours/week</b>

**Duties:**

**Minimum Qualifications:** See attached job description.

**Experience and Training:** Graduate from High School Diploma or GED and two (2) years of secretarial or related experience. Prior experience in a school system or related work in Adult Education. Any equivalent combination of education and experience.

**Examination:** Written Exam: Pass Point: 65 Weight: 100%

Additional credit may be awarded after successful completion of all phases of the exam:

- Candidates who believe they are eligible for Veteran Credit must attach copy of DD214 and other documentation if a disability is documented.
- Candidates with college credits may be eligible for the Education Credit and must have an Official Transcript from their college or university sent to the Civil Service Commission, 250 Main Street, East Haven CT 06512 by 4/12/2024.
- Candidates may be eligible for Foreign Language Credit by attaining a rating of "Intermediate-High" on a Foreign Language Competency Exam (see page 10 of application). Test must be completed no later than 4/12/2024.

**Applications are available from the Civil Service Commission, 250 Main Street, East Haven, CT or online at <http://www.townofeasthavenct.org/civiltest.shtml> and must be returned no later than April 12, 2024.**

**Andrea M. Liquori  
Chief Examiner**

**The Town of East Haven is an Equal Opportunity Employer. Minorities, Veterans, Females and the Handicapped are encouraged to apply.**

**TOWN OF EAST HAVEN  
JOB DESCRIPTION FOR  
BOARD OF EDUCATION**

**ASSISTANT PRINCIPAL - EHHS  
SECRETARY I**

**GRADE 9  
11 MONTHS**

**GENERAL STATEMENT OF DUTIES**

Performs general secretarial and clerical work in relation to the main office, including typing, data entry receptionist and the like. The Secretary must interpret and comply with established policy and procedure and data or communications sometimes sensitive in nature.

**SUPERVISION RECEIVED**

Works under the direction of the Assistant Principal(s), Principal or designee

**EXAMPLES OF DUTIES**

Performs a wide variety of general secretarial and clerical work such as typing, filing, filling out and preparing forms; acts as receptionist and/or mail clerk; sorts and then distributes mail and other materials; operates office machines including a computer and fax machine; handles basic telephone routine for the office; gives out general information concerning the activities of the school; keeps all records up to date, especially permanent records. Organizes files and information systems required for a smooth office function. Considerable contact with the public, parents, Town Departments and outside agencies. Understands departmental needs and can assign problems, handle correspondence or answer questions intelligently. Assumes responsibility for assigned duties, which may be of a confidential nature; deals with the public in a cooperative, effective and courteous manner; performs other related duties as required.

**MINIMUM QUALIFICATIONS**

**Knowledge, skill and ability:** Clerical ability; ability to accurately follow written and oral instructions; considerable ability to deal cooperatively, courteously, tactfully and effectively with students, staff and public. Ability to operate business machines and be computer-literate as required.

**Experience and training:** Graduate from high school or equivalent and two (2) years of secretarial or related experience. Prior experience in a school system or related work with children preferred.

**This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.**