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TOWN CLERK'S OFFICE
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Oliver Batts

TOWN CLERK
CIVIL SERVICE COMMISSION

Notice of Testing

The Civil Service Commission announces an open-competitive examination for the positions of Secretary II, Grade Level 10.

TIME: To Be Announced
DATE: To Be Announced
PLACE: To Be Announced
SALARY: \$21.36/hour

Duties, Knowledge, Skill and Ability: See attached job description.

Minimum Qualifications

Experience and Training: Graduate of 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. 2-year Associate's Degree or higher in related field preferred. Any equivalent combination of education and experience.

Examination: Written Examination: Pass Point: 70 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.
- Candidates with college credits may be eligible for the Education Credit and must request an Official Transcript from their college or university be sent to The Civil Service Office, 250 Main Street, East Haven CT 06512 and be received by 3/17/23 to receive credit.
- Candidates may be eligible for Foreign Language Proficiency Credit by attaining a rating of "Intermediate-High" on a Foreign Language Competency Exam. Candidates who believe they are fluent in a foreign language must submit the "Foreign Language Proficiency Examination Credit Request" form available with the application to The Civil Service Office, 250 Main Street, East Haven CT and complete the test by 3/17/23.

Applications are available at <https://www.townofeasthavenct.org/civil-service-commission/pages/job-notices-and-tests> must be returned no later than March 17, 2023 to:

The Civil Service Commission
250 Main Street
East Haven CT 06512

Andrea M. Liquori

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.



EAST HAVEN PUBLIC SCHOOLS

35 Wheelbarrow Lane, East Haven, CT 06513

Job Title: Secretary II- Business Office

Reports To: Chief Financial Officer

Location: Business Office

Level: Grade 10

12 Months position

Education and experience: Graduate from high school or equivalent with a business course background and three (3) years of secretarial experience. Experience in the school system or related work with children preferred. Any equivalent combination of education and experience.

General Statement of Duties:

Guidance office secretary, handling general secretarial and office management responsibilities relative to drafting correspondence, documents, transcriptions, typing, filing and records maintenance. Performs varied Guidance Office work and interfaces with students.

Supervision Received:

Works under the direction of the Department Head and/or finance staff personnel.

Supervision Exercised:

May supervise other employees as assigned.

Example of Duties:

Performs a wide variety of general secretarial and clerical work such as preparing finished typed documents which include letters, memorandums, purchase orders, and reports. Types or inputs prepared data, at required speed, interpreting and revising written copy. Analyzes data for interaction with data processing equipment, required to complete assignments. Organizes files and information systems required for a smooth office function. Operates a calculator, copying equipment, fax equipment computer and other equipment required to complete assignments. Processes data or information on specified equipment to produce reports assigned. Prepares and processes correspondence, communications or data, sensitive as well as routine in nature. Handles basic telephone routine for the office requiring limited supervision. Researches and analyzes data required to complete reports assigned, maintaining completion schedule. Maintains financial records, when required in the office function. The employee in this position must be able to act with considerable latitude in the exercise of personal judgment. Performs other related duties as required.

Minimum Qualifications-Knowledge, Skills and Ability:

Ability to follow written and oral instructions; ability in mathematical computations; ability to prepare reports; good typing ability; ability to operate office machines; must be computer literate; ability to plan and devise office procedures and to supervise or perform clerical operations; ability to make decisions independently in accordance with rules, procedures and policies. Ability to devise and maintain complex records, to assemble and organize data and to prepare reports from such material. Ability to establish effective working relationships with others and to deal effectively with the public.

Physical and Mental Demands/Work Environment

The physical demands and environmental characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Ability to see and read objects closely, as wiring, labels on equipment, reading/proofreading a report, using a computer monitor, filing and/or retrieving information from a filing system.
- Ability to hear normal sounds with background noise, as in using a telephone or radio, distinguish verbal communication and communicate through speech, including using a radio.
- Ability to learn and acquire an understanding of new information, methodologies and techniques and how they apply to school goals and operations.
- Ability to work in office or school setting (indoors and outdoors) subject to interruptions and heavy work volume expectations.
- May be exposed to changing temperatures and weather, humidity, noise and dust.
- Ability to get from one location in the office or work sites(s) to other locations in primary office or work sites.
- Ability to sit for long periods of time.
- Ability to reach and bend, and push/pull or lift objects less than thirty (30) pounds.
- Ability to perform manipulative skills such as writing, collating, using a keyboard and/or calculator with speed and accuracy for long periods of time.
- Ability to concentrate on detail and issue with some interruption, pressure and changing priorities.
- Memory to perform multiple and diverse tasks over long periods of time and the ability to remember information that has been previously learned.
- Ability to use knowledge and reasoning to solve routine problems.
- Ability to learn and apply new information, technology and legislation applicable to departmental activities.
- Ability to distinguish between public and confidential information and handle appropriately.

Disclaimers

- The job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the job description provided that such duties

are characteristic of that classification. This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

- Connecticut requires that any person (teachers, administrators, special service staff members, teachers' aids, custodians, cafeteria employees, etc.) who is hired by a local or regional board of education submit to a state and national criminal history record check within the first 30 days of the date of employment. The process includes the checking of fingerprints by the State Police bureau of Identification and the F.B.I. The results of the criminal history record checks (both state and federal) are reported to the employing school district. If the district receives notice of a conviction of a crime by a person holding a certificate, authorization or permit issued by the State Board of Education, the district shall notify the Bureau of Certification and Professional Development.

East Haven Public Schools is an equal opportunity employer. Minorities, females, handicapped, and veterans are encouraged to apply.

Revised and Approved on 2/24/2023