

### Notice of Testing

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

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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>\$19.93/hour</b>

**Duties:** See attached job description.

#### **Minimum Qualifications**

**Knowledge, Skill and Ability:** Ability to follow written and oral instructions; ability in mathematical computations; ability to prepare reports; 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. See attached job description.

**Experience and Training:** Graduate of High School or equivalent and two (3) years of secretarial or related experience. Prior experience in a school system or related work with children 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 10/23/20 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 10/23/20.

**Applications are available at <https://www.townofeasthavenct.org/civil-service-commission/pages/job-notices-and-tests> must be returned no later than October 23, 2020 to:**

**The Civil Service Commission  
250 Main Street  
East Haven CT 06512**

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**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.**