



STATE OF CONNECTICUT



DEPARTMENT OF EDUCATION
CONNECTICUT TECHNICAL EDUCATION AND CAREER SYSTEM
JOB OPPORTUNITY
PART-TIME/INTERMITTENT
CLERK TYPIST
EVENING ADULT APPRENTICESHIP PROGRAM

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE](#)

Open To: The Public
Location: Henry Abbott Technical High School, Danbury, CT
Hours: 30 weeks/8-16 hours per week
Job Posting #'s: 60731
Salary: \$18.81 per hour
Closing Date: **October 22, 2020**

EXAMPLE OF DUTIES:

The incumbent will be responsible for a full range of duties including: typing a variety of materials from rough copy including correspondence, memos, reports, forms and applications, bills and other documents and records; reviewing and correcting drafts for compliance with originals; entering and retrieving data on computer terminals; maintaining records and searching files for information; sending out standard form letters, making minor revisions or additions; answering telephones; receiving and directing visitors; handling routine requests for information or assistance over the telephone or in person (e.g. reception desk); photocopying and collating materials; receiving, sorting and distributing mail; assisting in bulk mailings; assisting in or maintaining inventory and ordering supplies; performing other related duties as required.

GENERAL KNOWLEDGE:

Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials at a net speed of 40 wpm; basic interpersonal skills; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which may include word processors, computer terminals and other automated 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.

PREFERRED EXPERIENCE:

Experience working in an Education Institution and CAE-NET experience.

SUBSTITUTE REQUIREMENT:

Graduation from high school with course work in typing.

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

APPLICATION INSTRUCTIONS:

In addition to meeting the above requirements, candidates must submit the following information by close of business on the closing date in order to be considered for this position. **Applications will be accepted via U.S. mail or hand delivered only.**

1. Resume
2. The names and contact information for (3) pertinent professional references
3. Application for Employment (CT-HR-12), available online at:
http://www.cttech.org/assets/uploads/hr/ct-hr-12_application.pdf
4. Candidates currently employed in state service, please submit your two most recent service ratings with your application materials to:

Henry Abbott Technical High School
21 Hayestown Avenue
Danbury, CT 06811
ATTN: Marilyn Rosen
TEL: (203) 797-4460

The CTECS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTECS does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut Technical Education and Career System's nondiscrimination policies and practices should be directed to:

Levy Gillespie
Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator
State of Connecticut Department of Education
450 Columbus Blvd., Suite 607
Hartford, CT 06103
860-807-2071
Levy.Gillespie@ct.gov
(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Christine Spak
Education Consultant
Connecticut Technical Education and Career System
39 Woodland Street
Hartford CT 06105
860-807-2212
(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education
Office for Civil Rights
5 Post Office Square, Suite 900
Boston, Massachusetts 02109-3921
617-289-0111
Fax number 617-289-0150
TTY/TDD 877-521-2172
(Matters related to race, color, national origin, age, sex and/or disability)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER