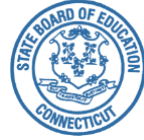




STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



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

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

Open To: The Public

Location: Kaynor Technical High School: 43 Tompkins Street, Waterbury, CT 06708

Hours: 30 weeks/8-12 hours per week

Job Posting #'s: 60991

Salary: \$18.82 per hour

Closing Date: August 27, 2021

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. **Please note: If you are applying for multiple positions, you must file separate application at each location.**

1. Cover letter
2. The names and contact information for (3) pertinent professional references
3. Application for Employment (CT-HR-12), available online at https://cttech.org/wp-content/uploads/2020/04/ct-hr-12_application1.pdf
4. Candidates currently employed in state service, please submit your two most recent service ratings with your application materials to:

**W.F Kaynor Technical High School
43 Tompkins Street
Waterbury, CT 06708
Attn: Business Manager
TEL: (203) 596-4302**

Please note: Applications will be accepted via U.S. mail or hand delivered only.

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 age, ancestry, color, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

Inquiries regarding the Connecticut Technical Educational and Career System's nondiscrimination policies should be directed to:

Levy Gillespie
Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA)
Connecticut State Department of Education
450 Columbus Boulevard, 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 Educational and Career System
39 Woodland Street
Hartford, CT 06105
860-807-2212
christine.spak@ct.gov

(Coordinator for matters related to Title IX of the Educational 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, MA 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)

In the event of space constraints, such as newspaper advertisements the CTECS' condensed statement may be used:

The Connecticut State Department of Education is an affirmative action/equal opportunity employer