NATURE OF WORK: Full time position which ensures the smooth and efficient operation of the office to which assigned; responsible for general, advanced clerical work as assigned by the supervisor. Performs normal office routines and practices associated with an efficient business office. Utilizes Microsoft Office and performs data entry in completing a variety of correspondence, memoranda, forms, notices and reports. Maintains filing system which may include student records, attendance records, statistical and financial records as required; receives and routes all incoming calls; maintains a daily teacher attendance log, and the concomitant records for substitute teachers; may assist teachers in preparing instructional materials as requested; may process all changes and adjustments in student schedules after a certain point in the school year; may maintain a log of visitors to the school; performs related work as assigned.

EDUCATION, EXPERIENCE AND TRAINING: High school graduate or equivalent with two (2) years’ experience in a secretarial or other clerical position. In lieu of the foregoing, such education, experience and training which would indicate the ability to do the work as outlined above.

KNOWLEDGE, SKILLS AND ABILITIES: In addition to Microsoft Office applications, working knowledge of business English, spelling, and arithmetic; knowledge of uses and operations of modern office equipment; ability to relate in a positive, friendly manner with students, parents, staff members and the public; ability to understand and carry out moderately complex oral and written instructions; reasonable degree of proficiency in typing, computer usage and in certain cases, dictation; working knowledge of basic office procedures.

PHYSICAL REQUIREMENTS: While performing the duties of this position, the employee is frequently required to stand and talk or hear and sometimes walk and sit. The employee may occasionally push or lift, including overhead lifting, between fifteen to twenty (15-20) pounds, such as boxes of paper and/or files and carts to move files for retention. The employee is directly responsible for the safety, well-being or work output of other people. Specific vision abilities required by this job include close vision, such as to read hand written or typed material and the ability to focus. The position requires the individual to meet multiple demands from several people and interact with students, the public and other staff.

The Secretary I & II position job description is attached describing the examples of duties, supervision received and a more detailed job description, which terms and conditions will apply to each candidate.

HOW TO APPLY: Applicants must complete a City of Shelton job application available on the City of Shelton website www.cityofshelton.org (Human Resources page) or on the Job Posting Bulletin Board located outside the Human Resources Department, Shelton City Hall, 54 Hill Street, Shelton, CT 06484.
MERIT SYSTEM TESTING: Applications will be reviewed to ensure that each applicant meets the minimum qualification requirements. The top (15) candidates who successfully pass the written and practical tests will be invited to participate in an oral panel interview. A combined score of the written and practical tests and the oral interview will determine the ranking assigned to each candidate. The top ten (10) candidates will remain on a certified hiring list for at least one (1) year from which the City will hire. All job openings shall be advertised and filled in accordance with the applicable provisions of the City’s Merit System Ordinance.

PROBATIONARY PERIOD: The successful candidate(s) shall be subject to a ninety (90) day probationary period following the first day of work for the City of Shelton Public Schools.

STARTING HOURLY RATE: $22.53 or $23.24 (dependent on whether Secretary I or Secretary II) per the Collective Bargaining Agreement by and between the City of Shelton Board of Education and American Federation of State, County and Municipal Employees (AFSCME) Local 1303-059 of Council #4, Shelton Educational Secretaries Union. (Contract expired June 2021)

JOB CLASSIFICATION: This position is subject to the Collective Bargaining Agreement by and between the City of Shelton Board of Education and American Federation of State, County and Municipal Employees (AFSCME) Local 1303-059 of Council #4, Shelton Educational Secretaries Union. (Contract expired June 2021)

APPLICATION CLOSING DATE: Applications will be accepted through 5:30 pm Friday, November 18, 2022, at Shelton City Hall, Human Resources Office on the first floor of Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

This position description should not be construed as a complete listing of all duties and is not a contract of employment. The City of Shelton is an equal opportunity employer. EOE/MF
SHELTON
BOARD OF EDUCATION

SCHOOL OFFICES

JOB DESCRIPTION

TITLE: SECRETARY I & II

GENERAL DESCRIPTION: Full time position which ensures the smooth and efficient operation of the office to which assigned; responsible for general, advanced clerical work as assigned by the supervisor.

SUPERVISION RECEIVED: Works under the supervision of the individual Administrator to whom assigned; works with independence, establishing priorities within work assignment. May, when assigned by the Administrator, work under the direction of a secretary or other School/Office Secretary positions.

SUPERVISION EXERCISED: May, when assigned by the Supervisor, monitor and coordinate the activity of other School/Office Secretary classes.

EXAMPLE OF DUTIES:

Performs normal office routines and practices associated with an efficient business office. Utilizes Microsoft Office and performs data entry in completing a variety of correspondence, memoranda, forms, notices and reports. Maintains filing system which may include student records, attendance records, statistical and financial records as required; receives and routes all incoming calls; maintains a daily teacher attendance log, and the concomitant records for substitute teachers; may assist teachers in preparing instructional materials as requested; may process all changes and adjustments in student schedules after a certain point in the school year; may maintain a log of visitors to the school; performs related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

In addition to Microsoft Office applications, working knowledge of business English, spelling, and arithmetic; knowledge of uses and operations of modern office equipment; ability to relate in a positive, friendly manner with students, parents, staff members and the public; ability to understand and carry out moderately complex oral and written instructions; reasonable degree of proficiency in typing, computer usage and in certain cases, dictation; working knowledge of basic office procedures.

While performing the duties of this position, the employee is frequently required to stand and talk or hear and sometimes walk and sit. The employee may occasionally push or lift, including overhead lifting, between fifteen to twenty (15-20) pounds, such as boxes of paper and/or files and carts to move files for retention. The employee is directly responsible for the safety, well-being or work output of other people. Specific vision abilities required by this job include close vision, such as to read hand written or typed material and the ability to focus. The position requires the
individual to meet multiple demands from several people and interact with students, the public and other staff.

QUALIFICATIONS:

A high school diploma or the equivalent including with two (2) years' experience in a secretarial or other clerical position. In lieu of the aforementioned, such education, experience and training would be acceptable if applicable and transferable to the work outlined above.

ADDITIONAL REQUIREMENTS:

A written, practical and oral examination will be required.

This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.

7/2022