



# ANNOUNCEMENT OF POSITION OPENING

## Secretary 1 (2 vacancies)

### Division of Continuing Education/Division of Campus Operations and HR

Full Time, 40 hours a week, CL14, 6976CL

#### MINIMUM

#### QUALIFICATIONS:

High School Diploma or equivalent; two years of experience above the routine clerical level in office or secretarial support. Considerable knowledge of office systems, and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; excellent interpersonal skills; ability to schedule and prioritize workflow; ability to operate office equipment which includes personal computers and electronic equipment; ability to operate office suite software; ability to take notes.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and to provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

#### RESPONSIBILITIES:

The position will provide administrative support to management level employees at the college and perform the following duties: (1) typing, (2) filing; (3) prepare routine correspondence for signature, (4) compiles information and prepares data and reports; (5) greets and directs visitors, answers phone and email correspondence; (6) reviews, prioritizes and scans information as needed; (7) overall office management such as ordering of supplies and processing paperwork; (8) arranges and coordinates meetings, writes minutes of meetings, prepares expense reports and performs related administrative support duties as assigned. For specific details regarding responsibilities, please go to the Department of Administrative Services website.

#### MINIMUM SALARY:

**\$44,178.17**

#### ANTICIPATED

#### STARTING DATE:

**December 2019**

#### TO APPLY:

Go to the DAS Website at: <https://www.jobapscloud.com/CT/> and follow application instructions provided.

**Submit only one application through the DAS website /No phone calls please**

**APPLICATION DEADLINE:** Letter of application must be postmarked no later than September 20, 2019

**Capital Community College is an Affirmative Action/Equal Opportunity Employer M/F.**

**Protected group members are strongly encouraged to apply.**

Capital Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Jason Scappaticci, Title IX and Section 504/ADA Coordinator, Room 212A, Tel. (860) 906-5085 E-mail: [jscappaticci@Capitalcc.edu](mailto:jscappaticci@Capitalcc.edu)