

CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT

PROMOTIONAL EXAM # 1070

PROMOTIONAL EXAMINATION FOR: ADMINISTRATIVE SUPPORT SPECIALIST II
SALARY: \$ 15.64 - \$ 20.81 per hr.

This examination is open to permanent, classified employees of the City of Waterbury. Individuals appointed as a result of passing the examination shall be required to serve a working test period which will be, in effect, the final phase of this examination. A passing score must be obtained on each part of the examination.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be in our office by 4:50 p.m. on:

January 7, 2011

EXAMPLES OF DUTIES:

This class is distinguished from the class of Administrative Support Specialist I by the more difficult or varied assignments. Positions may be characterized by the exercise of supervisory and/or training responsibilities for a small group of employees. They may be required to wait on the public concerning a number of different services or explain semi-technical regulations in a specialized field which requires a thorough knowledge of the regulations and practices of the office to which assigned. This class is characterized by independence of action in the disposition of routine problems which require considerable experience in the same type of work at a lower level. A department head or other responsible official is available for consultation on difficult problems.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Records and updates pupil records, in the Department of Education, pertaining to cumulative grades, health records, transfers, promotions, admittances, etc.; responds to official written and telephone inquiries regarding pupil records and provides documentation; utilizes microfilm reader-printer to review developed films for clarity and accuracy and to research requests for information; Supervises the collection and compilation of complex statistical data from a variety of source materials; Schedules and assigns tasks to subordinate clerks and reviews their work for accuracy and completeness; Supervises or personally prepares payroll, budget records, vouchers, requisitions and other data; Establishes complex cross reference files and file categories; Supervises the maintenance of revenue and appropriation ledgers and prepares periodic and special financial reports; Operates various office machines, including, but not limited to calculators, copiers, faxes and personal computers; Enters information and retrieves data from Lawson financial and HRIS systems; Performs related duties as required.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE OR WILL HAVE IT WITHIN 6 MONTHS:

High School Graduate or GED and two (2) years experience performing moderately difficult administrative or account keeping tasks. In the City of Waterbury, this would be at the level of Administrative Support Specialist I.

This position is covered under the written agreement between the City of Waterbury & the Waterbury City Employees Association. The Parts and Weights for this examination will be determined prior to conducting the exam. Seniority credit for this position will be in accordance with the amendment to the Civil Service Rules and Regulations.

APPEAL PROCESS: An applicant may appeal a notice of rejection of his/her application to the Civil Service Commission within seven (7) days of receipt of such notice.

Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.