

CIVIL SERVICE COMMISSION  
WATERBURY, CONNECTICUT

PROMOTIONAL EXAM # 1073

**PROMOTIONAL EXAMINATION FOR: School Secretary**  
**SALARY: \$14.98 ~ \$20.29 PER HOUR**

***This examination is open to permanent classified employees of the City of Waterbury***

**LAST DAY FOR FILING APPLICATIONS**

Applications, which may be obtained at the Civil Service Office or City website, must be on file at the Civil Service Office, Chase Municipal Building, 236 Grand Street, Waterbury, CT 06702 by 4:50 p.m. on

**JUNE 20, 2011**

**IMPORTANT:**

1. Residents - Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

**EXAMPLES OF DUTIES:** (Illustrative only)

- ◆ Implements and maintains all school record keeping systems and database management tracking information using both computer and manual filing systems to allow for efficient collection, retention and retrieval of information for daily attendance records, student files, school budgets, student body funds, purchase orders, mileage claims, timesheets, evaluation forms, enrollment cards, rosters and other related records, files, and forms;
- ◆ Performs, organizes and coordinates a wide variety of administrative, account keeping and other office functions and activities related to the administration of diverse school programs and operations ensuring efficiency and timelines;
- ◆ Disburses funds, records financial transactions, audits and balances school-fund and other student-organization accounts;
- ◆ Orders and maintains inventory levels on school office supplies and materials and processes requisitions and purchase orders using a computerized system ensuring account balance and accuracy;
- ◆ Coordinates and facilitates communications between District and site personnel, parents, students, school and community organizations and general public;
- ◆ Acts as liaison to administrators to identify issues and resolve conflict with a variety of site and District personnel ensuring efficient and effective school operations;
- ◆ Assists Administrator in the preparation and maintenance of financial and narrative reports, researches, compiles and organizes information for city, state and federal use;
- ◆ Maintains daily attendance log and records of substitute teachers;
- ◆ Coordinates and assists with special school events, assists in selection of personnel and programs, maintains budget and assures adherence to legal requirements and Board policies;
- ◆ Trains and provides work direction to personnel of lower classifications;
- ◆ Operates a variety of business and office equipment, including calculator, computer, copier, and communications equipment;
- ◆ Acts as liaison between the students, parents, faculty and the general public by conveying information concerning rules, regulations, policies, and laws, greets and directs visitors, addresses standard inquiries by letter, phone, e-mail, fax or personal contact, coordinates the transfer of information between the school and outside agencies and districts, interacts with and assists students, parents/guardians by explaining and enforcing school procedures and regulations in accordance with District policies;
- ◆ Prepares, transcribes and composes letters, reports, bulletins, and other documents for school administrator or instructional programs from rough draft, notes, recordings or oral instructions;
- ◆ Ensures that appropriate calendars of activities are maintained for school, including establishment of schedules for parent conferences, Individualized Education Plan (IEP) meetings, school visitors, staff meetings, in-services, conferences, workshops, new student registration, schedules substitute employees and assists administrator and staff planning;

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**EXAMPLES OF DUTIES, CONTINUED:** (Illustrative only)

- ◆ Assists in the development of office procedures and ensures appropriate methods for security and confidentiality of records are employed within the office;
- ◆ Does other related work as required;

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- ◆ Ability to demonstrate good interpersonal and communication skills effectively both orally and electronically;
- ◆ Ability to establish and maintain effective relationships with peers, students, teachers and administrators;
- ◆ Ability to comprehend and interpret complex oral and written directives;
- ◆ Ability to maintain a high level of ethical and professional standards as required by school policy;
- ◆ Must be able to demonstrate proficiency in database management systems and Microsoft Office software, including Word, Excel and Outlook;
- ◆ Must have a working knowledge of office equipment and administration, including terminology, principals and practices;
- ◆ Must have working knowledge in areas of office administration, including account keeping, procurement, record retention and report generation;
- ◆ Ability to make decisions and act confidentially and discretely with adherence and compliance to policies/procedures and applicable federal, state and local standards, guidelines and governing regulations.

**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:**

Completion of High School diploma or GED and two (2) years experience in office administration, preferably in an educational environment, performing administrative or account keeping tasks. In the City of Waterbury the Administrative Support Specialist I position performs the requisite level of office administrative duties. *(Please submit HS/GED Diploma or transcripts at time of application).*

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.

This position is covered under the written agreement between the City of Waterbury and Waterbury City Employees Association. The Parts and Weights for this examination will be determined prior to conducting the exam.

Individuals shall be required to serve a working test period which will be, in effect, the final phase of examination.

Seniority credit for this position will be in accordance with the amendment to the Civil Service Rules and Regulations.

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

**THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER**  
**E.O.E. M/F/H/V**