

TOWN OF NORTH HAVEN PERSONNEL REQUISITION

To Requisitioner: The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. Any expressions of limitations in these areas expressed in this requisition should be warranted by a bona fide occupational or legally permissible reason.

Date Posted: May 10, 2016

Closing Date: When Filled

FROM: FIRST SELECTMAN

DEPARTMENT: SELECTMAN

I. DESCRIPTION OF NEED

DATE NEEDED	NUMBER OF EMPLOYEES	JOB TITLE	JOB CLASSIFICATION NUMBER	HIRING SALARY RANGE	JOB SALARY RANGE
ASAP	1	Administrative Clerk	2	\$14.68-\$16.15	\$14.68-\$20.48

PERMANENT: Yes TEMPORARY: No If Temporary, for how long? N/A WHICH SHIFT? Days

FULL TIME: Yes HOURS: 40 PART TIME No If part time, what hours or days? N/A

II. REASON FOR NEED

REPLACEMENT: Yes No ADDITION: Yes No If yes, state funding.

III. REQUIREMENTS

EDUCATION: GRADE SCHOOL HIGH SCHOOL COLLEGE COMMERCIAL OTHER

EXPERIENCE:

Ability to perform a wide range of office functions in support of operations initiated and executed by the office of the First Selectman. Considerable knowledge in operation of PC in Microsoft Office/Excel/Power Point environment and standard office machines. Ability to maintain records of some complexity. Must have extensive experience in administrative functions with the ability to multitask. Must be able to proceed on own initiative to complete assignments and to follow through with related actions and procedures. Good ability in oral and written communications. Considerable ability to establish and maintain effective working relationships with Department Heads and other town employees, Board and Commission members and members of the media. Will provide an outstanding level of customer service when communicating with businesses, taxpayers and the general public. Considerable knowledge of the organization and operation of North Haven's municipal government. Serves as the first line of contact for the office of the First Selectman and performs such other tasks which from time to time may be required.

May be required to attend night meetings.

This is a non-union/exempt position and serves at the will of the First Selectman.

APPROVED BY: _____ SEL

_____ DF/A