

# 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: July 1, 2016

Closing Date: When filled.

FROM: Director of Community Services/Recreation

DEPARTMENT: Community Services/Recreation

## I. DESCRIPTION OF NEED

DATE NEEDED	NUMBER OF EMPLOYEES	JOB TITLE	JOB CLASSIFICATION NUMBER	HIRING SALARY RANGE	JOB SALARY RANGE
ASAP	1	Secretary	5	\$17.68-\$19.38	\$17.68-\$24.74

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

FULL TIME: Yes    HOURS: 35    PART TIME: No    If part time, what hours or days?

## 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:

Excellent administrative and secretarial skills. Demonstrated proficiency in operation of PC in Microsoft Office/Excel or similar environment. Experience with Carepaths or related system a plus. Must have extensive experience in administrative functions with a complex social service, behavioral health, multi-service delivery system. Thorough knowledge of third party reimbursement systems to include Medicare, Medicaid, procedural coding and submission criteria, etc. Familiarity with grant processing (application and reporting). Considerable knowledge of State and Federal reporting procedures as it pertains to social service/behavioral health requirements. Must be able to work independently in generating and maintaining statistical data. Thorough working knowledge of State, regional and local social service delivery networks. Demonstrated ability to work directly with a severely mentally ill population as well as those affected by substance abuse.

APPROVED BY: \_\_\_\_\_SEL

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