

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: 11-20-17

Closing Date: When filled.

FROM: Director of Public Works

DEPARTMENT: PW – Engineering

I. DESCRIPTION OF NEED

DATE NEEDED	NUMBER OF EMPLOYEES	JOB TITLE	JOB CLASSIFICATION NUMBER	HIRING SALARY RANGE	JOB SALARY RANGE
ASAP	1	Senior Clerk	4	\$16.55-\$18.17	\$16.55-\$23.10

PERMANENT: TEMPORARY: _____ If Temporary, for how long? **N/A** WHICH SHIFT? **Days**

FULL TIME: HOURS: 35 PART TIME _____ If partime, 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:

Considerable knowledge of advanced office practices. Experience in assisting general public. Experience in taking and transcribing minutes of public meetings. Familiarity with state statutes and local regulations. Considerable experience in maintenance of file systems.

Ability to assist in other aspects of Public Works. Ability to coordinate administrative functions in accordance with Connecticut General Statutes and Town policies/ordinances. Responsibilities will flex as office needs and requirements demand.

Experience in communicating policies, programs, and information to the general public in a calm, clear and professional manner. Experience assisting the general public in researching information requests and handling questions while maintaining confidentiality where necessary.

Experience using computer applications including Microsoft Word, Microsoft Excel and MUNIS. Demonstrate proficiency in typing large volumes of text with extreme accuracy and in a timely manner.

Position will work a regularly scheduled work week which may include evenings on an as-needed basis.

APPROVED BY: _____ SEL

_____ DF/A

_____ DPW