

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: March 1, 2018

Closing Date: When filled.

FROM: DIRECTOR OF COMMUNITY SERVICES

DEPARTMENT: SENIOR CENTER

I. DESCRIPTION OF NEED

DATE NEEDED	NUMBER OF EMPLOYEES	JOB TITLE	JOB CLASSIFICATION NUMBER	HIRING SALARY RANGE	JOB SALARY RANGE
ASAP	1	CLERK	LG 1	\$15.00/HR.	\$15.00/HR.

PERMANENT: TEMPORARY: If Temporary, for how long? WHICH SHIFT?

FULL TIME: HOURS: **NTE 19 HRS** PART TIME: **X** If part time, what hours or days?

II. REASON FOR NEED

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

III. REQUIREMENTS

EDUCATION: GRADE SCHOOL HIGH SCHOOL **X** COLLEGE COMMERCIAL OTHER

Knowledge of basic clerical office practices, procedures, filing methods, telephone procedures, including the ability to operate office equipment, typewriter, printer, copier and fax machine, personal computer; must possess skills in Word, Excel, data management, reporting, etc.

Ability to multitask in a fast-paced environment, rapidly shifting priorities, frequently of an emergent nature; relating to older adult population.

Ability to maintain confidentiality of private and sensitive information, works in harmony with others, communicates clearly and concisely, and practices business telephone etiquette.

Position will flex, as needed with the ability to assist in programs and activities.

Ability to respond calmly to emergencies relating to medical, housing, and transportation and sustenance needs of older adults. Responsible for transportation coordination. Position will flex as needed, within a senior center as coverage needs dictate.

Ability to receive, verify and process invoices for supplies and services for the program.

This is a safety sensitive position, and subject to random drug/alcohol testing.

APPROVED BY: _____SEL

_____DF/A