

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD

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East Hartford, Connecticut 06108

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DEPARTMENT OF
HUMAN RESOURCES

www.easthartfordct.gov

February 24, 2016

EMPLOYMENT OPPORTUNITY
CSEA INC/SEIU, LOCAL 2001

ADMINISTRATIVE CLERK II
INSPECTION & PERMITS
GRADE 3

There is a vacancy for the position of Administrative Clerk II in the Inspection & Permits Office.

Any member of the CSEA INC/SEIU, Local 2001 Bargaining Unit interested in this position should complete the attached Application for Review of Qualifications. Completed application must be returned to the Human Resources Department by 4:30 p.m. March 3, 2016.

Attachments: Job Description and
Application for Review of Qualifications

Please post immediately: 2/24/16

Remove: 3/3/16

- Temporarily relieves other office staff as need requires.
- Performs related tasks as required.

SUPERVISED BY:

- Receives immediate supervision an assigned supervisor.

QUALIFICATIONS PROFILE:

- The skills and knowledge required would generally be acquired with a high school education, and two years experience in general office work.
- Knowledge of basic office procedures, including filing, scheduling, posting and basic bookkeeping.
- Ability to follow written and oral instructions.
- Ability to acquire working knowledge of laws, regulations and procedures pertaining to mission of assigned department.
- Ability to type accurately.
- Ability to acquire skill to operate data and word processing equipment.
- Ability to maintain accurate files and records.
- Ability to add, subtract, multiply and divide all units to measure.
- Ability to deal cooperatively and effectively with others.

LICENSE OR CERTIFICATE:

Not applicable.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.



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Phone
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APPLICATION FOR REVIEW OF QUALIFICATIONS

POSITION APPLIED FOR	DEPARTMENT	
APPLICANT'S NAME (LAST, FIRST, MIDDLE)		
STREET ADDRESS	CITY/TOWN	STATE/ZIP
TELEPHONE NUMBER (HOME)	TELEPHONE NUMBER (WORK/CONTACT)	
PRESENT JOB TITLE	LENGTH OF TIME IN POSITION	

EDUCATION

List all colleges, business schools or technical schools you attended in chronological order, most recent listed first:

School	Address	Course/Major	Degree/Certificate

Other training or professional licenses, special courses, work training programs, or armed forces training. Give name and location where training was given, certificate, if any, dates attended, subject of training, number of hours weekly, and other details related to the job for which you are applying. List any office equipment you can operate or any licenses or state certification you have that would be relevant to the position applied for (attach a separate sheet if necessary):

I certify that the statements made by me on this application are true, complete and correct to the best of my knowledge. I understand that any falsification of facts will subject me to disqualification or dismissal.

Signature: _____

Date: _____

TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT	DATE OF HIRE	
	SENIORITY DATE	
	GRADE/STEP	

Name of Employer		Job Title	
Address		City	State
Zip Code			
Dates of Employment: From _____ to _____ month year To _____ to _____ month year	Name and Title of Supervisor		Telephone Number
	Description of duties, responsibilities, and significant accomplishments:		
# Hrs. Worked Weekly		Reason For Leaving	

Name of Employer		Job Title	
Address		City	State
Zip Code			
Dates of Employment: From _____ to _____ month year To _____ to _____ month year	Name and Title of Supervisor		Telephone Number
	Description of duties, responsibilities, and significant accomplishments:		
# Hrs. Worked Weekly		Reason For Leaving	

Name of Employer		Job Title	
Address		City	State
Zip Code			
Dates of Employment: From _____ to _____ month year To _____ to _____ month year	Name and Title of Supervisor		Telephone Number
	Description of duties, responsibilities, and significant accomplishments:		
# Hrs. Worked Weekly		Reason For Leaving	