

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

September 15, 2014

EMPLOYMENT OPPORTUNITY
CSEA INC/SEIU, LOCAL NO. 2001

Administrative Aide
Inspections and Permits
GRADE 7

There is a vacancy for an Administrative Aide.

Any member of 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 Tuesday, September 23, 2014.

Attachment: Job Description
Application for Review of Qualifications

Please post immediately: 9/15/2014

Remove: 9/23/14

TOWN OF EAST HARTFORD

TITLE: Administrative Aide GRADE: 7
DEPARTMENT: Inspections and Permits DATE: 7/1/1987

POSITION DEFINITION:

Performs, coordinates, and supervises office administrative activities in the preparation, accounting, and maintenance of department revenue and expenditures; supervises and maintains department records and files; and performs secretarial work of a complex, confidential, and responsible nature.

GENERAL DUTIES:

- Receives oral or written instruction from Director.
- Plans and organizes work according to established or standard office procedures.
- Determines priority of work tasks.
- Relieves supervisor of office administrative detail work.
- Assigns work to clerical and support staff.
- Performs office administrative work in the functional areas of budget control, accounts payable, special permits, employee payroll and benefits, equipment use, and related department reporting systems.
- Establishes and maintains financial and administrative record files.
- Prepares statistical information for annual budget recommendation
- Assists in the preparation of departments work schedules.
- Transmits and explains supervisor's directions to proper persons, and follows up to assure compliance, completeness and conformance with deadlines.
- Assists in the preparation of department budget by compiling information, and typing budget proposals.
- Types and transcribes letters, reports, and meeting minutes from rough draft of transcription equipment.
- Composes and types routine correspondence and reports.
- Screens telephone calls or greets visitors, ascertains nature of business, and refers to appropriate office/person as possible.
- Arranges meetings and schedules appointments for supervisor.
- Performs special assignments, studies, and routine administrative functions as directed.
- Meets the public and provides information on subjects such as department or town services.
- Receives and records fees.
- Performs related bookkeeping functions.
- Reports work accomplished to Director.

ADDITIONAL DUTIES:

- Notarizes documents as necessary.
- Maintains work flow records on department special projects.
- Responds to inquiries from the public concerning department programs.
- Organizes and prepares department materials for distribution.

SUPERVISED BY:

Receives general supervision from Director.

QUALIFICATIONS PROFILE:

- The skills and knowledge required would generally be acquired with an Associate's degree in Business Administration, Accounting, or some closely related field of study; and two years of increasingly responsible administrative secretarial or office Management experience, including one year of supervisory experience.
- Ability to apply principles of management to solve practical problems and to deal with a variety of problems independently.
- Ability to interpret instructions furnished in written, oral, or schedule form.
- Ability to acquire a working knowledge of the policies, procedures and goals of the department.
- A working knowledge of accounting principles and procedures.
- Ability to type with speed and accuracy.
- Ability to take minutes of meetings, correspondence and reports, etc. . . .
- Ability to establish and maintain complex files and record systems.
- Ability to work with a minimum of supervision.
- Ability to compose clear and correct letters and reports
- Ability to efficiently schedule and coordinate meetings and events.
- Ability to make oral and written presentations in clear concise and understandable form.
- Ability to supervise.

LICENSING REQUIREMENTS:

Notary Public.

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



TOWN OF EAST HARTFORD

740 Main Street
 East Hartford, Connecticut 06108
 Easthartfordct.gov

Phone
 (860)291-7220

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 PERSONNEL 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 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 to month year | | Name and Title of Supervisor Telephone Number | |
| | | Description of duties, responsibilities, and significant accomplishments: _____ _____ _____ | |
| # Hrs. Worked Weekly | | Reason For Leaving | |

| | | | |
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| Name of Employer | | Job Title | |
| Address | | City | State |
| Zip Code | | | |
| Dates of Employment: From _____ to _____ month year To to to month year | | Name and Title of Supervisor Telephone Number | |
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