

MARCLA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108

(860) 291-7221

FAX (860) 291-7224

DEPARTMENT OF
HUMAN RESOURCES

www.easthartfordct.gov

September 6, 2016

EMPLOYMENT OPPORTUNITY CSEA INC/SEIU, LOCAL NO. 2001

Senior Secretary to the Mayor Mayor's Office

Grade 10

There is an anticipated vacancy for a Senior Secretary in the Office of the Mayor.

The position performs secretarial and administrative work of a complex, confidential, and responsible nature under the general supervision of the Mayor. This is a high-visibility position offering extensive public contact. The position requires work on evenings and weekends on an as needed basis.

Applicants must be proficient with Microsoft Office 2010 suite and possess knowledge of graphic & web design and related software; ability to research Town ordinances and State statutes; ability to process high volume of paperwork accurately and efficiently; ability to take shorthand and type with high speed and accuracy; ability to perform basic mathematical computations; ability to meet and deal tactfully and effectively with public officials, employees and the general public; and ability to communicate effectively both orally and in writing. Candidates will be tested in accordance with Article III, Section 3.4. and 3.5 of the working agreement between the Town of East Hartford and CSEA, Local 2001 as applicable.

Must be able to work with minimum supervision and under stress from demanding deadlines, changing priorities and conditions. Work in office setting subject to continuous interruptions and background noise.

Any member of CSEA INC/SEIU, Local 2001 Bargaining Unit interested in this position should review the attached Position Job Description and complete the attached Application for Review of Qualifications.

Completed application must be returned to the Human Resources Department no later than the close of business on September 14, 2016.

Attachments: Job Description and
Application for Review of Qualifications

Please post immediately: 9/6/16

Remove: 9/14/16

TOWN OF EAST HARTFORD

TITLE: Senior Secretary to the Mayor **GRADE:** 10
DEPARTMENT: Office of the Mayor **DATE:** 10/30/15

POSITION DEFINITION:

Works under the general direction of the Mayor; responsible for performing administrative and executive-level secretarial work of a complex, confidential, and responsible nature in the office of the Mayor.

ESSENTIAL JOB FUNCTIONS:

- Participates in the preparation of the Mayor's Office budget and assists in the administration of the approved office budget.
- Plans and organizes work according to priority and established or standard office procedures.
- Composes and produces written responses to public inquiries for the Mayor and directs requests to the appropriate department head or individual and monitors same for follow-up and compliance.
- Provides general information to public on department or town services, including regulatory, cultural, social, or recreational programs.
- Observes strict confidentiality in establishing and maintaining complex restricted files and records.
- Compiles and coordinates data for action for Mayor or the Administrative Assistant.
- Communicates directions to proper persons, and follows up for compliance, completeness, and conformance with deadlines.
- Composes and types letters, statistical and narrative reports of some complexity and meeting minutes from rough draft or shorthand notes.
- Composes both routine and complex correspondence, press releases, proclamations and reports and coordinates and prepares the Mayor's Council meeting agenda items for Mayor's approval prior to submission to Town Council.
- Screens telephone calls, inquiries, and greets visitors, ascertains nature of business, and refers to the appropriate office with issue, including drafting any necessary correspondence and/or follow up action.
- Performs special assignments, studies, and administrative functions as directed.
- Reports work accomplished to Mayor or Administrative Assistant.
- Maintains purchasing, personnel, and other administrative records.
- Coordinates scheduling of conference rooms.
- Develops and maintains the town-wide Directory of Board and Commissions.
- Monitors the status of all town Boards and Commissions and reports vacancies thereon to appropriate individuals.
- Responsible for planning, developing and implementing updates and design changes to the Town website and is called upon to promote and market the website to the community.
- Implements, designs and maintains town-wide Community Calendar on the Town Home Page and markets and promotes same to organizations within the community.
- Surveys departments and queries town Directors and department heads to identify items for placement on Town Home Page and, upon identification of same, assists respective department in creating material for input onto Home Page.

JOB QUALIFICATIONS:

- Requires a high school education, or its equivalent, with course work in office administration, and at least six years of progressively responsible experience at the executive secretary level; or
- An Associate's Degree and four years of such experience.

LICENSING REQUIREMENTS:

- Notary Public.

ADDITIONAL JOB FUNCTIONS:

- May provide services as public notary to members of the public.
- Supervises and assigns work to temporary clerical staff.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of web design & related software.
- Ability to research Town ordinances and State statutes.
- Ability to process high volume of paperwork accurately and efficiently.
- Ability to take shorthand and type with high speed and accuracy.
- Ability to operate data and word processing and transcription equipment.
- Ability to perform basic mathematical computations.
- Ability to meet and deal tactfully and effectively with public officials, employees and the general public.
- Ability to communicate effectively both orally and in writing.

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

- Works in office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals on a daily basis.
- Must be able to access and process information contained in file records and computer database.
- Must be able to work with minimum supervision and under stress from demanding deadlines, changing priorities and conditions.

NOTE: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

The salary of the Senior Secretary to the Mayor shall increase to the appropriate step within grade eleven in accordance with Memorandum of Agreement.



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 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	