

CITY OF NEW HAVEN
DEPARTMENT OF HUMAN RESOURCES
200 ORANGE STREET, NEW HAVEN, CT 06510
www.cityofnewhaven.com

POSTED: DECEMBER 5, 2016
REMOVAL DATE: DECEMBER 16, 2016

POSITION: CLERK TYPIST, BILINGUAL (M-6304) (TESTED)
DEPARTMENT: CITY-WIDE
SALARY: (RANGE 8:) MINIMUM: \$37,883 ANNUALIZED
HOURS: 35 HOURS PER WEEK
FUNDING: GENERAL FUNDS

NATURE OF WORK

This class is accountable for performing a wide variety of general clerical functions including basic processing, reception, filing, record keeping, and typing. The variety of work differs among departments of assignment. The principal emphasis is upon the wide variety of clerical tasks performed, which require the application of independent judgment and clerical knowledge and independent action and discretion on problems encountered. Until the more difficult phases of a job are learned, an employee works under relatively close supervision, but thereafter detailed instructions are received only when changes in procedures are made. Work is reviewed by a supervisor through observation of operations, periodic audits of work performed, and by advice and assistance on unusual or difficult problems.

MINIMUM REQUIREMENTS:

Graduation from high school including or supplemented by course work in typing and word processing, and up to 1 year of experience in general clerical work requiring typing and word processing skills; knowledge of Spanish and English vocabularies, broad enough for ready conversation of each language to the other, with ability to convey accurately the intended meaning of the spoken word or sentence; or any equivalent combination of training and experience which provides the necessary knowledge, abilities and skills as stated in the job description, including but not limited to: Knowledge of office procedures, including proper telephone usage and filing. Knowledge of spelling, business math, punctuation and grammar. Knowledge of, or basic proficiency in at least one type of word processing software, such as Microsoft Word, or any equivalent. Skill in typing a variety of documents and materials at a net speed of 35 wpm. Ability to communicate orally and in writing. Must have bilingual English/Spanish speaking abilities. Must speak Spanish fluently.

Employment is contingent upon the successful completion of: (1) a background check, (2) a physical examination, including drug screening, and (3) a 120-day probationary period.

This position is included in a collective bargaining agreement with Local 884, American Federation of State, County and Municipal Employees. As a condition of continued employment, a person appointed to a Local 884 bargaining unit position will be required to obtain union membership at the completion of 90 working days.

Applications and job description may be picked up at the Department of Human Resources at 200 Orange St., 1ST Floor, Monday through Friday, 9 A.M. to 5 P.M. Applications and/or resumes must be received by the Department of Human Resources, **No Later Than 5 P.M. on REMOVAL DATE.**

Please note that our preferred method of communication with applicants is by email. In the application process, please provide us with a valid email address, and ensure that you monitor your email for correspondence from our department.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

Immigration Reform and Control Act of 1986 require the hiring of only American Citizens and aliens who are authorized to work in the United States. Please post this announcement in a conspicuous area on the Department Bulletin Board.