

INTERNAL JOB POSTING

TOWN OF WALLINGFORD EMPLOYEES ONLY Current full -time Classified Service Town of Wallingford Employees Only

JOB OPENING NOTICE – BOARD OF EDUCATION CLERK IV

Guidance Office - Moran Middle School
11 months per year / 37 ½ hours per week
7:00 A.M. – 3:00 P.M.

\$20.45 - \$27.59

(Wages Under Contract Negotiations)

There is (1) one opening for a Clerk IV at the Board of Education. The duties and requirements are indicated in the job description on the reverse side of this posting.

Current full-time Classified Service Town of Wallingford employees in the Town, Utilities and Board of Education who possess the minimum qualifications and wish to apply for this position may do so by submitting an up-dated application form on or before 5:00 P.M. on Wednesday, May 22, 2024.


James R. Hutt, Jr.
Human Resources Director

PLEASE RETURN APPLICATIONS TO:

TOWN HALL
HUMAN RESOURCES DEPARTMENT
ROOM 301
45 SOUTH MAIN STREET
WALLINGFORD, CT 06492

PLEASE RETURN BY: WEDNESDAY, MAY 22, 2024 - BEFORE 5:00 P.M.

Employees who fail to submit an updated application form for this opening will not have their names considered further in the selection process. Absolutely no exceptions will be made to this requirement.

POSTING DATE:
Friday, May 10, 2024

SECRETARY I/CLERK IV

General Statement of Duties:

Performs routine clerical and related work which requires knowledge of office procedures and regulations; types, proof-reads, makes computations of moderate complexity by hand or machine; answers telephone, counter or personal inquiries, requests and complaints in which departmental information is given and received; performs all clerical work involved in carrying out an entire clerical procedure where continuity is required to accomplish department objectives; operates a variety of office equipment and computers; prepares, verifies, processes purchase orders, bills, schedules and similar material; performs related work as required.

Supervision Received:

Works under the direction of the department head, clerk of higher grade, or other designated supervisor.

Supervision Exercised:

May, as required, supervise one or more employees of a lower grade.

Required Qualifications - Knowledge, Skill and Ability:

Some knowledge of office procedures, practices, and equipment; some working knowledge of the operation and care of office machines and equipment; ability to follow oral and written instructions; ability to type accurately; ability at clear and concise written and oral expression; ability to maintain records and develop answers from same records; ability to deal courteously with associates and the public; ability to maintain effective working relationships with others.

Experience and Training:

Graduation from high school with courses in typing and business subjects and at least two (2) years experience in responsible office work OR an equivalent combination of experience and training, substituting on a year-for-year basis.

Revised: 6/16/05

Approved by Town Council: 6/28/05