

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 V – BUSINESS OFFICE

12 months per year / 37 ½ hours per week

\$23.41 - \$30.43

(Hourly)

There is (1) one opening for a Clerk V – Business Office 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 Monday, April 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: MONDAY, APRIL 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:

Wednesday, April 10, 2024

SECRETARY II/CLERK V

General Statement of Duties:

Performs clerical and related work of moderate to complex difficulty 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; determines, may prepare material for and assist in preparation of reports; 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:

Good knowledge of office procedures, practices, and equipment; ability to operate necessary office machines and equipment and care for same; good ability in oral and written expression; ability to understand and interpret written and oral instructions; ability to assign and supervise the work of others; ability to make calculations with speed and accuracy; ability to deal courteously with associates and the public; ability to maintain effective working relationships with others.

Experience and Training:

Graduation from high school or business school supplemented by courses in typing and business subjects and at least three (3) years experience in responsible office experience 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