

INTERNAL JOB POSTING

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

JOB OPENING NOTICE – PARKS AND RECREATION

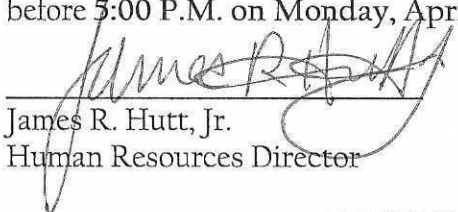
EXECUTIVE SECRETARY

\$30.13 - \$36.53

(Hourly)

There is (1) one opening for an Executive Secretary at the Department of Parks and Recreation . 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

**EXECUTIVE SECRETARY
Town of Wallingford**

**POSITION TITLE: EXECUTIVE SECRETARY
DEPARTMENT: VARIOUS**

GENERAL STATEMENT OF DUTIES:

Provides high-level administrative support and assistance to a department head and/or other assigned management or supervisory staff in a Town department. Performs difficult clerical and administrative work requiring considerable independent judgment and confidentiality. Schedules and attends meetings of department to which assigned, takes notes and transcribes minutes. Prepares letters, reports, statements or memoranda, including handling confidential correspondence and information. Schedules and assigns work, interprets policies and procedures and reviews work of subordinates. Transmits orders and instructions and responds to requests for information. Prepares invoices or financial documents and provides assistance in preparing and maintaining department budget. Performs additional duties as assigned by department head or other management staff. Performs other related duties as assigned.

SUPERVISION RECEIVED:

Works under the direction of a department head or other management/supervisory staff.

SUPERVISION EXERCISED:

Supervises clerical and other non-professional employees according to assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of department programs, policies and operations of department to which assigned; Good ability to compose business correspondence and reports; Thorough knowledge of modern office procedures, methods and recordkeeping systems, including the use of productivity software such as Microsoft Office or similar software; Good ability to plan, assign and supervise the work of clerical staff; Ability to operate office equipment; Considerable ability to communicate effectively orally and in writing with staff members, Town officials and the general public; Ability to type accurately at reasonably fast speed; Ability to establish and maintain effective working relationships with associates and the public.

MINIMUM QUALIFICATIONS:

Six (6) years of experience in responsible office work involving typing and general business practices, some of which must have been in a supervisory capacity, or in lieu thereof, college level training in business administration may be substituted for experience on the basis of one (1) year of college for one (1) year of experience plus two (2) years of experience in responsible office, or in lieu thereof, an equivalent combination of experience and training specified above.