



CITY OF MIDDLETOWN
VACANCY ANNOUNCEMENT

POSITION TITLE: SCHOOL SECRETARY III

SALARY RANGE: \$18.08 - \$26.75 per hour

The City of Middletown is accepting applications until 4:30 p.m. on June 6, 2016, in order to establish an Eligibility List for a School Secretary III position for the Middletown Public Schools. As vacancies occur during the year, appointments will be made from this list of candidates who have passed all the requirements for this position.

Complete job description and application forms may be obtained in the Human Resources Division, Room 206, Middletown Municipal Building, 245 deKoven Drive, Middletown, Connecticut 06457; or, applications can be printed from our website at www.Middletownct.gov. Click on *Employment*. (Faxed or e-mailed applications are not accepted.)

POSITION PURPOSE: Under the direction of the School Principal, performs secretarial/administrative functions in support of a School Principal and to oversee the operations of the office.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB

FUNCTIONS: High school diploma or equivalent with vocational/technical training in Secretarial Science or Business with three years of progressively responsible secretarial/administrative experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Successful applicants must be able to demonstrate that they meet the above listed training and experience requirements, as stated on the application form, or application may be rejected.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Greets, screens, assists and directs callers; provides information; answers questions; refers callers to appropriate personnel; takes and relays messages. Answers and responds to intercom inquiries and requests. Prepares, types, transcribes and composes reports, documents and correspondence. Types and processes evaluations; assists in preparing various state reports. Maintains, tracks and updates records, files, databases and spreadsheets; tracks teacher attendance; maintains personnel records database; maintains school snow call list. Maintains suspension and other lists. Maintains and updates handbooks. Maintains Principal's calendar; schedules meetings and appointments; schedules teacher evaluations. Assists in scheduling and tracking substitute teachers. Performs bookkeeping functions; processes purchase orders; develops spreadsheets for accounts; tracks and logs orders; processes timecards, mileage and payment requests. Assists with the preparation of the budget; compiles information. Acts as recording secretary for meetings; prepares agendas and meeting materials; takes, prepares and distributes minutes. Assists in coordinating graduations, teacher conferences and other special events. Assists with and conducts special projects as assigned. May register and process new students. Processes mail for school staff. Performs other related functions as assigned or required.

CLOSING DATE: Completed *Application for Employment* forms must be received in the Human Resources Division **no later than 4:30 p.m. on June 6, 2016**. Incomplete applications or resumes submitted without the completed application form will not be considered.

The City of Middletown provides reasonable accommodation to persons with disabilities in accordance with the American with Disabilities Act (ADA). If you need accommodation in the application or testing process, please contact the Human Resources Division prior to the application closing date or the testing date, whichever is applicable.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Issued: 05/19/2016