

**CIVIL SERVICE COMMISSION  
WATERBURY, CONNECTICUT**

**OPEN COMPETITIVE EXAM #2135**

**OPEN COMPETITIVE EXAMINATION FOR: ADMINISTRATIVE ASSOCIATE III**

**SALARY: \$19.41 ~ \$25.83 / hr. (NOTE: New hires start at the beginning of the range)**

**FRINGE BENEFITS:** Choose from three available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Leave; Personal Days.

**LAST DAY FOR FILING APPLICATIONS**

**Applications:** May be obtained by visiting our website at [www.waterburyct.org](http://www.waterburyct.org) or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:50 p.m. on:

**April 3, 2017**

**IMPORTANT:**

1. **Veterans** – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

**EXAMPLES OF DUTIES:** Assists department head in preparation of departmental or divisional budget; assists department head in preparation of annual report; Researches and assembles information from a variety of sources and prepares statistical, financial and narrative reports; Analyzes information and may make recommendations; Supervises and trains support staff; Delegates work and follows up on accuracy and adherence to deadlines; Operates personal computer to compose and edit correspondence for own or department head signature; Creates and maintains computer spreadsheets and databases; interprets and explains established policies and procedures; Prepares meeting agendas, attends meetings, records or takes meeting minutes and transcribes same; Assists department head with grant writing; Liaisons with other departments in the resolution of day-to-day administrative and operational issues; Assists visitors to the department by resolving or referring administrative problems and inquiries; Supervises preparation of payroll and requests for purchases; Computes and audits all estimates on contracts; Maintains Bond Interest and Redemption controls; Keeps records of all treasury bills and certificates of deposit and makes payments as required; Supervises and takes the lead in maintaining revenue and appropriation ledgers; Enters and retrieves data from automated financial and HRIS systems; Performs related duties as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; considerable knowledge of modern clerical account keeping practices; good knowledge of professional accounting practices; ability to follow complex oral and written directions and to prepare complex fiscal and other reports; ability to make decisions in accordance with laws, ordinances, regulations and established policies; ability to effectively communicate orally and in writing; ability to plan and supervise the work of others; ability to utilize various office automation software, including word processing systems, spreadsheets and database management programs; ability to deal effectively with other employees at all levels and the public.

**REQUIRED EXPERIENCE AND TRAINING:**

High School Graduate or GED and three (3) years experience performing difficult administrative or account keeping tasks. In the City of Waterbury, this would be at the level of Administrative Associate II.

**COPIES OF HIGH SCHOOL DIPLOMA OR GED, DEGREE OR TRANSCRIPTS  
MUST BE SUBMITTED AT TIME OF APPLICATION**

This position is covered under the written agreement between the City of Waterbury and the White Collar Union. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination.

**APPEAL PROCESS:** An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

**THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER**

**E.O.E. M/F/H/V**