

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM # 2155

OPEN COMPETITIVE EXAMINATION FOR: STUDENT REGISTRATION SPECIALIST

SALARY: \$16.76 ~ \$22.31 / Hour (NOTE: NEW HIRES START AT THE BEGINNING OF RANGE)

FRINGE BENEFITS: Choose from 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; paid Personal Days.

LAST DAY FOR FILING APPLICATIONS

APPLICATIONS: May be obtained by visiting our website at 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:

OCTOBER 17, 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 WORK: (Illustrative only)

- Interviews families of school children to initiate the student registration process.
- Assembles packets of information for each City school and provides packets to parents (and reviews the contents with parents) so they can understand the school registration requirements.
- Examines and evaluates documents, such as birth certificates, residency cards, immunization records, physical exam reports and other reports, to assure that students meet the registration requirements.
- Assists parents to fill out the student registration form to assure accuracy and completeness.
- When necessary, assists parents to make appointments with community health services or social service agencies so that registration requirements are met.
- Helps parents and their children to understand class schedules and school bus schedules so students can be present at their designated school at the proper time.
- Prepares department reports and/or documents, and stores documents appropriately, to comply with department procedures.
- Performs other clerical duties or related work requested by the Student Registration Coordinator.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the legal requirements for registering students in Connecticut public schools; Knowledge of computer operating systems and software including the Microsoft Word and Excel; Ability to communicate effectively with parents and students, especially those who do not speak English as their primary language; Ability to operate standard office equipment, and to organize and manage files; Ability to maintain the confidentiality of personal, private information is required; Ability to perform multiple, simultaneous tasks in a high-activity office.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE & TRAINING:

- High School diploma or GED; AND
 - Two (2) years of clerical experience working in a public education office or community service agency, OR
 - An Associate's (or higher) Degree AND one (1) year of clerical experience working in a public education office or community service agency.
- Ability to speak fluent Spanish and English is required.
- Familiarity with Waterbury-area public health-human service programs and community agencies is preferred.

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

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This position is covered under the written agreement between the City of Waterbury and the Waterbury City Employees' Association 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/D/V

9/19/2017 cst