

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2197

OPEN COMPETITIVE EXAMINATION FOR: ADMINISTRATIVE ASSOCIATE II

SALARY: \$16.76 ~ \$22.31 / hr. (35 hours per week)
(NOTE: New hires start at the beginning of the 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; 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:**

UNTIL SUFFICIENT APPLICATIONS ARE RECEIVED

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:

Records and updates pupil records, in the Department of Education, pertaining to cumulative grades, health records, transfers, promotions, admittances, etc.; responds to official written and telephone inquiries regarding pupil records and provides documentation; utilizes microfilm reader-printer to review developed films for clarity and accuracy and to research requests for information; Supervises the collection and compilation of complex statistical data from a variety of source materials; Schedules and assigns tasks to subordinate clerks and reviews their work for accuracy and completeness; Supervises or personally prepares payroll, budget records, vouchers, requisitions and other data; Establishes complex cross reference files and file categories; Supervises the maintenance of revenue and appropriation ledgers and prepares periodic and special financial reports; Operates various office machines, including, but not limited to calculators, copiers, faxes and personal computers; Enters information and retrieves data from Lawson financial and HRIS systems; Performs related duties as required.

REQUIRED KNOWLEDGE,SKILLS AND ABILITIES:

Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; good knowledge of modern clerical account keeping practices; some knowledge of professional accounting practices; ability to follow complex oral and written directions and to prepare complex fiscal and other reports; ability to make minor 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 others, including the public, and co-workers.

REQUIRED EXPERIENCE AND TRAINING:

High School Graduate or GED and two (2) years' experience performing moderately difficult administrative or account keeping tasks. In the City of Waterbury, this would be at the level of Administrative Associate I.

**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