21

CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT

OPEN COMPETITIVE EXAM #2105

OPEN COMPETITIVE EXAMINATION FOR: LEGAL SECRETARY I

Hourly Rate: $19.027 - $25.322 per hour. *(New hires must start at the beginning of the hourly range)*

FRINGE BENEFITS: Choose from two 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, which 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:

FEBRUARY 12, 2016

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: (Illustrative Only)

- Provides administrative support to legal staff in the Legal Department; Performs difficult and varied secretarial work of a legal nature.
- Prepares briefs, motions and other legal forms;
- Screens calls and schedules appointments for City attorneys;
- Prepares pleadings, contracts and other legal documents for legal staff; Composes correspondence concerning legal matters;
- Handles requisitions and purchase orders. Maintains files and calendars for the attorneys;
- Files legal documents with courts and administrative agencies;
- Transcribes dictations; Does other related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of both general and legal office procedures; Ability to use various databases, and word processing programs and other Microsoft Office Suite applications such as, PowerPoint, Access, Outlook, Excel and Word; Ability to maintain files and records in accordance with laws, ordinances, regulations and established procedures; Ability to plan and supervise the work of others; Ability to use dictation equipment to transcribe dictations; Ability to keep office matters entirely confidential;

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:

Possession of a high school diploma or G.E.D. Two years' experience in general secretarial/clerical work, to include one year experience as Legal Secretary. Completion of certificate program in executive secretarial or legal secretarial science is preferred. Bi-lingual skills preferred.

YOU MUST SUBMIT THE FOLLOWING WITH YOUR APPLICATION:
High School Diploma, Transcripts or G.E.D.

This position is covered under the written agreement between the City of Waterbury & the Waterbury City Employees Association. 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 a notice of rejection of his/her application to the Civil Service Commission within seven (7) days of receipt of such notice. Please notify the Civil Service Office of a change in address. Notification of examination 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

02/10/2016 cll

CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT

OPEN COMPETITIVE EXAM # 2106

OPEN COMPETITIVE EXAMINATION FOR: PARALEGAL

Hourly Rate: $26.77 - $35.63 per hour. *(New hires must start at the beginning of the hourly range)*

FRINGE BENEFITS: Choose from two 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, which 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:

FEBRUARY 12, 2016

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: (Illustrative Only)

- Provides paraprofessional legal assistance to attorneys in the Corporation Counsel's Office; Performs legal and factual research; Interprets statutes and Charter; Assists in drafting advisory opinions and court documents, such as pleadings and briefs; Maintains and updates law library; Prepares records and exhibits on appeal; monitors cases including foreclosures and bankruptcies; Notifies attorneys of court deadlines; Assists attorneys in developing office procedures, operation manuals and filing systems; Answers routine correspondence and telephone inquiries; Interviews witnesses and clients; Does related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of basic legal concepts and processes; Thorough knowledge of legal terminology and legal forms; Thorough knowledge of legal research techniques; Ability to read, understand and interpret laws and legal documents; Ability to write and draft legal documents; Familiarity with court procedures and forms; Good knowledge of office management principles and practices; Ability to communicate both orally and in writing; Ability to plan and supervise the work of others; Ability to work independently; Ability to handle several projects at one time and prioritize multiple projects; Good judgment, tact, and courtesy.

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:

A certificate of completion of a Legal Assistant Certificate Program from an accredited college or a certificate of completion from the National Academy for Paralegal Studies and two years' experience providing support services to an attorney at or above the level of Legal Secretary. An Associate's or Bachelor's degree may substitute for one year of required experience.

YOU MUST SUBMIT THE FOLLOWING WITH YOUR APPLICATION:
Certificate of Completion, College Degree or Transcripts.

This position is covered under the written agreement between the City of Waterbury & the Waterbury City Employees Association.
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 a notice of rejection of his/her application to the Civil Service Commission within seven (7) days of receipt of such notice. Please notify the Civil Service Office of a change in address. Notification of examination 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

02/10/2016 cll

GENERAL CONDITIONS

1. Applicants must complete an "Application for Examination." Job postings and applications are available on our website at www.waterburyct.org or at the Human Resources office. Applications may be obtained and/or accepted in person. Incomplete or illegible applications will be rejected. No copies will be made by the Human Resources Department.

2. The Human Resources Department does not formally acknowledge receipt of applications. If an applicant is incomplete or does not meet the minimum qualification requirements for the position, a disqualification notice will be sent. Applicants meeting the stated minimum qualifications for the position will be notified of the date, time and location of the examination, if applicable.

3. Written appeals for failure to meet minimum qualifications must be on file in the Department of Human Resources within seven (7) days of notice of rejection of application.

4. Requirements for claiming veterans' credits are as follows. They are applied only to passing final scores on an Open Competitive Eligible list as the following values: non-disabled veterans – 5 points; disabled veterans – 10 points. Application of veteran's credits shall conform to Connecticut General Statutes. Form DD214 must be submitted as proof of service; no other proof of service is acceptable. It must be submitted with the application.

5. As of 3/17/2011 all Civil Service Examinations will be eligible for five (5) points to be added to your final passing score if you are a domiciled resident of the City of Waterbury at the time of examination and continuously until certified to the position. The residency points may only be applied after the applicant achieves a passing score. In no case are residency points awarded in order to achieve the passing point. The residency portion of the application must be completed in order to receive the residency points.

6. Applicants must be physically and medically capable of performing the essential functions of the position with or without a reasonable accommodation for which application is made. A post job offer medical examination will be required for certain positions. This will, for given positions, include a drug screen for usage of illegal narcotics. If a candidate refuses to submit to this examination, it shall be deemed as an incomplete medical examination, and as a voluntary withdrawal from consideration for employment with the City of Waterbury.

7. It is the responsibility of the applicant to advise the Human Resources Department of any change of address or status affecting eligibility for employment. Such notification must be in writing. Failure to do so will result in removal from eligibility list.

8. The provisions of the Civil Service Rules and Regulations of the City of Waterbury shall apply to the administration and rating of the examination, establishment of the eligible list, certification and appointment of eligibles, examination review and other procedures relating to the employment process.

9. The eligible list established as a result of this announcement will normally last for two (2) years from the date such list is established by the Director of Human Resources accept for entry-level Police Officer & Fire Fighter lists which will normally last for three (3) years. Any applicant refusing to accept an interview or offer of employment will be removed from the eligible list.

10. The City of Waterbury is subject to the requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The City is obligated to consider requests for reasonable accommodations for otherwise qualified individuals with disabilities. If you wish to request an accommodation, please attach to the application a statement outlining the nature of the disability and requesting an accommodation or contact the Director of Human Resources to discuss the type of accommodation needed.

11. No appointment is deemed final until a probationary period is successfully completed.