



JOHN L. SALOMONE  
TOWN MANAGER

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## CAREER OPPORTUNITY

<b>POSITION:</b> <b>ADMIN. SECRETARY I</b>	<b>PAY RANGE:</b> \$1,628 bwkly	<b>CLASSIFICATION/ GRADE:</b> C-8	<b>EEOC</b> Clerical
<b>LOCATION:</b> Parks and Recreation Town Hall	<b>APPLY BY:</b> November 7, 2008	<b>APPLY TO:</b> Town Manager 131 Cedar Street Newington, CT 06111	

### ESSENTIAL FUNCTIONS:

Performs secretarial and administrative work at a skilled and responsible level for a department head, with some complexity in duties. Performs skilled clerical administrative tasks.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receives oral or written instructions from supervisor.
- Plans and organizes work according to established or standard office procedures.
- Types and transcribes letters and reports.
- Composes routine correspondence and other materials without instruction.
- Provides information on subjects such as department or town services and programs.
- Observes strict confidentiality in maintaining restricted files and records.
- Receives and processes various applications and collects fees when necessary.
- Types statistical and narrative reports.
- Organizes and prepares materials for publication.
- Maintains inventory of office supplies, materials and equipment.
- Processes department purchase requisitions.
- Establishes and maintains various department records and files.
- Uses a computer terminal to enter and retrieve information.
- Operates computer terminal, calculator, typewriter, and other office equipment.

### MINIMUM QUALIFICATIONS:

The skills and knowledge required would generally be acquired with:

- a high school education with course work in Business English and Commercial Arithmetic, and
- two years of responsible secretarial or office administrative work.

**See Job Description for other duties and qualifications.**

**Formal Town application required – may be obtained from the Town Manager’s Office or online at [www.newingtonct.gov](http://www.newingtonct.gov)**

The Town of Newington is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, marital status, sexual preference, national origin, or disability.

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