

TOWN OF ROCKY HILL JOB POSTING

(This is an advertisement. Please see pages 2 – 3 below for a detailed job description.)

DEPARTMENT OF SENIOR SERVICES PART-TIME CLERICAL ASSISTANT

The Town of Rocky Hill is seeking qualified candidates to provide part-time staffing support during peak hours for the Rocky Hill Senior/Community Center, reporting to the Director of Senior Services. For a list of job functions and qualifications, please view the job description on pages 2 – 3 below.

This position is a non-bargaining unit position. Salary is \$16.00 per hour. This is a part-time position, working up to 19 hours per week with additional and/or modified hours based on staffing needs. Anticipated work schedule: Monday – Thursday from 8:30 a.m. to 12:30 p.m., and Friday from 9:30 a.m. to 12:30 p.m. There is the potential for full-time work, depending on future business needs.

Interested applicants must submit each of the following: 1) A resume; 2) A letter of interest which clearly demonstrates *how the applicant meets the qualifications*; and 3) A completed Town of Rocky Hill Application for Employment. All application materials must be submitted to the Department of Human Resources, Attention: Camille Carney (hrdept@rockyhillct.gov). Applications will be accepted until the position has been filled. Incomplete applications will not be considered.

Please be advised finalists will be required to undergo a comprehensive background, financial, and/or criminal investigation.

The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA. Applicants with disabilities may request assistance or an accommodation at any time by contacting Human Resources via telephone (860-258-7651), via confidential fax (860-257-1109), via email (hrdept@rockyhillct.gov) or by visiting the department of Town Hall during business hours.

**Town of Rocky Hill
Job Description**

POSITION: PART-TIME CLERICAL ASSISTANT
DEPARTMENT: SENIOR SERVICES
REPORTS TO: DIRECTOR OF SENIOR SERVICES
SUPERVISES: NONE
BARGAINING UNIT: NON-BARGAINING

Summary of Responsibility:

Position reports to, and provides clerical support for, the Director of Senior Services, and provides exceptional customer service to all patrons of the Senior / Community Center. Performs specialized clerical work for the Senior Center, and provides general clerical work of some variety for other departments as assigned. Provides information to the public requiring knowledge of department programs and procedures.

Essential Functions:

1. Provides clerical support for the Senior Services Director, and works collaboratively with other support staff to provide telephone and front-desk reception for the Senior/Community Center. Responds to routine inquiries and requests, or refers to appropriate office or person. Collects and distributes department mail as appropriate.
2. Provides information to the public and registers participants for department and Town programs and services using office software systems (example: My Rec).
3. Receives oral or written instructions and plans work according to established office procedures.
4. Composes routine correspondence such as letters, program flyers, reports or other materials, prepares documents for Director's signature, and files materials in an established filing system.
5. Performs arithmetical computations as required, and collects funds as appropriate from program participants. May maintain limited departmental financial records.
6. Operates standard office equipment.
7. Performs other work as required.

Note: The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

Qualifications and Competencies:

1. Strong customer service skills, with demonstrated ability to effectively communicate with the public and customers, and maintain productive working relationships with peers and superiors.

2. Strong multi-tasking abilities, with ability to quickly and easily adapt to customer service situations and changes in procedures, including accurately and effectively responding to questions from groups of managers, customers and the general public.
3. Prior demonstrated experience performing typing and telephone reception, and other clerical tasks, with knowledge of MS Office including Word, Excel and Outlook, and familiarity with typewriter, calculator and telephone system usage.
4. Ability to comprehend and carry-out multiple instructions, and prepare short correspondence and memos with general direction.
5. Knowledge of filing concepts, and ability to conduct research using internet and other sources.
6. Ability to perform basic mathematical computations.
7. Strong verbal and written communication skills.
8. Ability to be flexible with scheduling of work hours, and ability to work additional hours on occasion, as needed.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
2. Frequently is required to walk and sit.
3. Occasionally required to stand, climb or balance, and stoop, kneel, crouch or crawl.
4. Ability to lift and/or move up to twenty-five (25) pounds.
5. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
6. The dexterity necessary to utilize a computer keyboard on a regular basis is essential.
7. The duties listed above are intended only as illustrative of the various types of work that may be performed.

The Town of Rocky Hill is an EEO /AA employer and complies with the guidelines of the Americans with Disabilities Act.