



TOWN OF MANCHESTER



POSITION AVAILABLE

**CLERICAL ASSISTANT – Part Time
Manchester Senior Center**

\$12.50 per hour – No Benefits

4 days – 9:00 a.m. – 1:00 p.m., 1 day – 9:00 a.m. – 12:30 p.m./19.50 hours per week

CLOSING DATE: MONDAY, OCTOBER 15, 2018

SUMMARY OF POSITION: Under direct instruction, responsible for performing clerical work of a confidential and complex nature including preparation and filing of information for supervisors or the public, and entering and retrieving information through computer applications. Typing letters, reports, or forms from prepared material or rough copy. May compose letters or reports for review and signature by supervisor. Performs arithmetical computations as required. May perform general receptionist duties. Operates various office equipment. Provides exceptional customer service by assisting the public both in person and on the telephone.

REQUIREMENTS: High school diploma or equivalent with three to five (3-5) years' of general office and customer service experience. Prior clerical experience in a government office preferred. Cash handling experience. Strong computer skills and experience with both Microsoft Word and Excel.

EXAMINATION MAY CONSIST OF:

<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
Keyboard Assessment	Pass/Fail	35 w.p.m.
Computer Assessment	50%	70%

Applications and job descriptions are available in the Human Resources Department, 41 Center Street, P.O. Box 191, Manchester, CT 06045-0191 or visit our website at: <http://hrd1.townofmanchester.org/index.cfm/employment-opportunities/>. Applications must be received in the Human Resources Department by 4:30 p.m. on Monday, October 15, 2018 or must be postmarked by Monday, October 15, 2018. The Town reserves the right to limit the number of applications it accepts. **No faxed or e-mailed resumes or applications will be accepted.**

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans and the disabled.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.