



CITY OF MILFORD
HUMAN RESOURCES DEPARTMENT
PROMOTIONAL EXAMINATION - #P14-07

TO: Civil Service Employees
FROM: Tania R. Barnes, Human Resources Director
SUBJECT: Job Opening
DATE: November 14, 2014

NOTICE TO ALL APPLICANTS:

*This opening is available to current City of Milford, Civil Service employees ONLY.
We will not accept applications from outside candidates.*

POSITION: ADMINISTRATIVE ASSISTANT – Health Department

REQUIREMENT(S): High school or vocational school graduation and four (4) years of responsible administrative experience using word processing systems, spreadsheets and database management programs OR any equivalent combination of formal education/training and/or work experience. (Graduation from an accredited college or university with a Bachelor's degree will satisfy the four (4) years of experience requirement).

SCOPE OF EXAMINATION: There will be performance examinations, weighted 100% of the final score that will test for the ability to utilize various office automated software and applications required to perform the essential duties of the position.

FILING REQUIREMENTS: A completed **promotional** application must be submitted to the Human Resources Department, Parsons Office Complex, on or before November 21, 2014.

SALARY RANGE: The position is a Grade 26 with hourly salary limits as follows:

Minimum.....	\$783.91
Step 1.....	814.33
Step 2.....	844.87
Step 3.....	875.43
Step 4.....	905.94
Maximum.....	936.63

ADMINISTRATIVE ASSISTANT-HEALTH

GENERAL SUMMARY OF DUTIES

Under the general direction of the Health Director or designee, performs varied administrative/clerical duties which are complex in nature. Acts as the administrative assistant to the Health Director. Work involves considerable independent judgment and a high degree of responsibility.

ILLUSTRATIVE DUTIES

Maintains and reviews financial records of the department involving requisitions, purchase orders, vouchers and transfer of funds between accounts, etc.

Maintains and reviews financial records for all Grant accounts.

Assists in annual departmental budget preparation and budget projections.

Compiles and prepares requests and documentation concerning budgets, emergency appropriations, and transfers for presentation to the Mayor, Board of Alderman and/or Board of Finance.

Tracks funding for Grant and seasonal employees.

Compiles and prepares a variety of reports for state and other governmental agencies.

Compiles, organizes and records data using various database management and electronic spreadsheet programs.

Acts as a receptionist, gives required information on policy and departmental functions to the public and follows through on proper routing of correspondence on related matters.

Sets up and maintains various types of files and filing system, electronic and hard-copy.

Prepares, types, processes, proofreads, sorts, records and files various documents.

Prepares and oversees weekly payroll; maintains record of employees' sick and vacation balances.

Prepares monthly agenda and minutes of the Board of Health meetings.

Maintains records for monthly Immunization Clinic.

Types and/or transcribes agendas, notices, legal advertisements, minutes, reports, forms, budgets, etc.

Maintains appointment schedule for Health Director; responsible for registration and arranging for travel accommodations for attendance at conferences and seminars.

ADMINISTRATIVE ASSISTANT – HEALTH

ILLUSTRATIVE DUTIES (cont'd.)

Maintains management records, including correspondence, travel expenses, requests for supplies and equipment, personnel records, grievances and the like.

Receives, routes and responds to mail.

Oversees operation and maintenance of office equipment.

Receives and refers complaints to proper personnel; documents all complaints in electronic database system.

Responds in emergencies (i.e. weather-related, shelters, etc.) and performs various duties as requested.

Acts as liason with other City departments.

Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of office practices and procedures.

Excellent knowledge of, and ability to utilize, various office automation software, including electronic word processing systems, spreadsheets (i.e. Excel), and database management programs.

Good knowledge of business English and arithmetic.

Ability to maintain complex records and to prepare reports from such records.

.
Transcription skills to produce verbatim minutes of various meetings or hearings.

Working knowledge of account-keeping practices.

Ability to use office machines including personal computer.

Highly Proficient in Microsoft Word and Excel.

Ability to understand and follow oral and written directions.

ADMINISTRATIVE ASSISTANT – HEALTH

REQUIRED KNOWLEDGE, SKILLS & ABILITIES (cont'd.)

Ability to make decisions in accordance with appropriate laws, ordinances and regulations.

Ability to communicate effectively in writing and orally.

Skill to type at a minimum of 45 WPM with an error rate no higher than 5%, using a word processor.

Ability to maintain confidentiality and establish and maintain satisfactory work relationships with other employees and the public.

MINIMUM EDUCATION & EXPERIENCE REQUIRED

Graduation from an accredited high school or vocational school and four (4) years of responsible administrative experience using word processing systems, spreadsheets and database management programs OR any equivalent combination of formal education/training and/or work experience. (Graduation from an accredited college or university with a Bachelor's degree will satisfy the four (4) years of experience requirement).

Civil Service Commission
City of Milford, CT
Revised 8-2006
Revised: 11/2014



Human Resources Department
City of Milford
70 West River Street
Milford, CT 06460
(203) 783-3239

An Equal Opportunity Employer

PROMOTIONAL APPLICATION

Position applying for
(use title on job announcement)

PLEASE TYPE OR PRINT CLEARLY IN BLACK INK.
All blanks must be completed in order for application to be considered.

DO NOT WRITE IN THIS SPACE

☐ Q Rev. by: _____
☐ NQ _____
☐ Educ _____
☐ Exp _____
☐ Not City EE _____
☐ Other _____

PERSONAL INFORMATION

Last Name First Name M.I. Other names by which you have been known 000- -
Last 6 digits of Soc. Sec. No.

Present Address: _____ How long at this address? _____
No. and Street City State Zip Code Years/Months

Mailing address (if different from residence address) _____
No. and Street City State Zip Code

Home Telephone _____ Cellular _____ Email _____

In case of emergency, notify:
Name _____ Relationship _____ Telephone Number _____

List any relatives or members of your household who are employed by the City of Milford
Name(s) _____ Job Title _____ Department _____

EDUCATION

High school attended:

Name of School(s)	City/State	Did you graduate?	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	

Colleges/Universities attended:

Name of Educational Institution	City/State	Did you graduate?	Years attended?	Degree, diploma, GED, certification or number of credits completed.
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		

EMPLOYMENT

Do you have any commitments to another employer that might affect your employment with us? ☐ Yes ☐ No

If yes, specify commitment(s): _____

Can you perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? ☐ Yes ☐ No

If no, please explain: _____

Have you ever been discharged or asked to resign? ☐ Yes ☐ No

If yes, please explain: _____

EMPLOYMENT HISTORY

List below **ALL** present and past employment. **BEGIN WITH YOUR MOST RECENT EMPLOYMENT AND WORK BACKWARDS CONSECUTIVELY.** Applicants may be required to furnish satisfactory proof of employment history claimed. Use additional pages if necessary. Resumes may be included with a **completed application**.

Employer _____	FROM	TO	TOTAL TIME
Address _____	MO YR	MO YR	MO YR
Telephone Number _____			
Your job title _____	Hours per week _____		
Supervisor's Name _____ Title: _____	Starting Salary \$ _____ per _____		
Reason for leaving position _____	Ending Salary \$ _____ per _____		
Specific Duties: 			
Number of Employees Supervised (if applicable) _____			

Employer _____	FROM	TO	TOTAL TIME
Address _____	MO YR	MO YR	MO YR
Telephone Number _____			
Your job title _____	Hours per week _____		
Supervisor's Name _____ Title: _____	Starting Salary \$ _____ per _____		
Reason for leaving position _____	Ending Salary \$ _____ per _____		
Specific Duties: 			
Number of Employees Supervised (if applicable) _____			

Employer _____	FROM	TO	TOTAL TIME
Address _____	MO YR	MO YR	MO YR
Telephone Number _____			
Your job title _____	Hours per week _____		
Supervisor's Name _____ Title: _____	Starting Salary \$ _____ per _____		
Reason for leaving position _____	Ending Salary \$ _____ per _____		
Specific Duties: 			
Number of Employees Supervised (if applicable) _____			

Employer _____	FROM	TO	TOTAL TIME
Address _____	MO YR	MO YR	MO YR
Telephone Number _____			
Your job title _____	Hours per week _____		
Supervisor's Name _____ Title: _____	Starting Salary \$ _____ per _____		
Reason for leaving position _____	Ending Salary \$ _____ per _____		
Specific Duties: 			
Number of Employees Supervised (if applicable) _____			

SPECIAL SKILLS/TRAINING

Typing speed: _____ words per minute

Business machines (other than computers) you can operate: _____

What computer experience do you have?

☐ Apple

☐ PC

Your skill level in Word can best be described as:

☐ Proficient

☐ Very good

☐ Good

☐ Fair

☐ Beginner

☐ Never Used

Your skill level in Excel can best be described as:

☐ Proficient

☐ Very good

☐ Good

☐ Fair

☐ Beginner

☐ Never Used

Your skill level in Outlook can best be described as:

☐ Proficient

☐ Very good

☐ Good

☐ Fair

☐ Beginner

☐ Never Used

Your skill level in PowerPoint can best be described as:

☐ Proficient

☐ Very good

☐ Good

☐ Fair

☐ Beginner

☐ Never Used

Your skill level in Access can best be described as:

☐ Proficient

☐ Very good

☐ Good

☐ Fair

☐ Beginner

☐ Never Used

Your skill level in Acrobat can best be described as:

☐ Proficient

☐ Very good

☐ Good

☐ Fair

☐ Beginner

☐ Never Used

Your skill level in Publisher can best be described as:

☐ Proficient

☐ Very good

☐ Good

☐ Fair

☐ Beginner

☐ Never Used

Describe any other software and level of skill or any other applicable abilities:

SPECIAL SKILLS - FIELD

Light Equipment:

What best describes your skill level with a payloader?

☐ Excellent

☐ Very good

☐ Good

☐ Fair

☐ Never Used

What best describes your skill level with a backhoe?

☐ Excellent

☐ Very good

☐ Good

☐ Fair

☐ Never Used

What best describes your skill level with a small tractor?

☐ Excellent

☐ Very good

☐ Good

☐ Fair

☐ Never Used

Heavy Equipment:

What best describes your skill level with a grader?

☐ Excellent

☐ Very good

☐ Good

☐ Fair

☐ Never Used

What best describes your skill level with a Cat 225 excavator?

☐ Excellent

☐ Very good

☐ Good

☐ Fair

☐ Never Used

What best describes your skill level with a bulldozer?

☐ Excellent

☐ Very good

☐ Good

☐ Fair

☐ Never Used

Snowplowing:

Describe any experience you may have had snowplowing. Include the size of the plow(s) you have driven, number of months/years of snow plowing experience and type of area(s) plowed (roads, driveways, parking lots):

OTHER TRAINING, SKILLS, AND/OR LICENSES

Other Training/Certifications (special courses, work training programs, armed forces training) related to the job for which you are applying. Give name and location where training was given, dates attended, subject of training, total number of training hours, and other details.

Summarize any other special skills or abilities relating to the job you want, such as: licenses, machines you are able to operate, languages you speak and read or write well, computer skills besides those mentioned above, and any other special abilities or knowledge.

DRIVER'S LICENSE

DRIVER'S LICENSE: If the position for which you are applying will require you to operate a vehicle:

- (1) You must possess a valid driver's license,
- (2) Any special endorsements must be current and valid,
- (3) If you are offered employment by the City of Milford, and if your driver's license is from another state, you will be required as a condition of employment to obtain a valid Connecticut Driver's License before you can begin work.

Do you have a valid driver's license: Yes ☐ No ☐ State _____

Expiration Date _____ Classification _____ License # _____

Endorsements: _____

FINALISTS WILL BE REQUIRED, UPON NOTIFICATION, TO SUBMIT A COPY OF THEIR DRIVING ABSTRACT. Note: Driving abstracts may be obtained at any Connecticut Department of Motor Vehicles office. This fee is at the finalist's expense.

Have you ever been convicted of any offenses other than juvenile, youthful offender, or a minor traffic violation? Yes ☐ No ☐

If yes, you must complete Section B of the applicant disclosure form.

Have you ever been disqualified for a position with the City of Milford due to a criminal conviction or failure to disclose a criminal conviction? If yes, list job title and date of disqualification. Yes ☐ No ☐

Job Title: _____ Date of Disqualification: _____

VETERAN'S AND/OR SENIORITY POINTS

Do you claim 5 points preference based on active duty in the U.S. Armed Forces? Yes ☐ No ☐ *Attach copy of DD214.*

Do you claim 10 points veteran's disability preference? Yes ☐ No ☐ *Attach copy of DD214 & other supporting documentation.*

Seniority points are given for service to the City as follows: Two (2) points for five (5) full years of service, ½ point for each additional full year.

Date of Hire: _____ Seniority Points: _____

SIGNATURE of APPLICANT _____ DATE _____