



CITY OF MILFORD

PROMOTIONAL EXAM NO. 19-29

Clerk A - City Clerk's Office

POSTING DATE: June 21, 2019

CLOSING DATE: June 28, 2019

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.

SUMMARY OF POSITION: This is moderately difficult and varied clerical work. Performs a variety of complex and responsible clerical duties according to clearly defined principles and is expected to exercise independent judgment based upon knowledge gained through experience in the performance of these duties.

REQUIREMENT(S): Current City employee in the classification of Clerk A or similar grade position.

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: An Employee Transfer Request form, along with an updated resume must be submitted on or before **June 28, 2019**, to the Human Resources Department, Parsons Office Complex, 70 W. River St., Milford, CT or HRrecruit@ci.milford.ct.us. For forms and detailed application instructions, go to www.ci.milford.ct.us/hr/pages/jobs then select *Clerk A*.

SALARY RANGE: The position is a Grade 24 with weekly salary limits as follows:

Minimum.....	\$754.37*
Step 1.....	781.22
Step 2.....	808.40
Step 3.....	835.40
Step 4.....	862.65
Maximum.....	889.46

CLERK A

GENERAL SUMMARY OF DUTIES

This is moderately difficult and varied clerical work. Performs a variety of complex and responsible clerical duties according to clearly defined principles and is expected to exercise independent judgment based upon knowledge gained through experience in the performance of these duties.

ILLUSTRATIVE DUTIES

Independently composes, types, processes, proofreads and records correspondence applying a knowledge of departmental rules, regulations and policies; prepares routine narrative and other reports; maintains indices and files.

Types statistical or other tabular material exercising considerable judgment as to form and arrangement with the use of word processing system and / or spreadsheet and database management programs.

Interprets procedures and departmental policies and assists the public in the preparation of forms and statements; may receive and adjust routine complaints.

Checks documents and reports for accuracy; carries out routine correspondence relative to statutory guidelines; performs mathematical computations.

Operates a variety of office equipment including, but not limited to, personal computer, typewriter, copier, printer, fax, scanner, and calculator.

Receives calls and screens same, answering questions when possible or referring to appropriate sources. Provides information on policy and departmental functions to the public and follows through on proper routing of correspondence on related matters.

Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Working knowledge of office practices, procedures, terminology and equipment.

Good knowledge of, and ability to utilize, various automation software, including word processing, spreadsheets and data management programs.

Good knowledge of business English and basic math.

Good verbal and written communication skills.

Ability to perform various tasks in a fast-paced office environment.

Good organizational skills.

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

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

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

Ability to deal with the public tactfully and courteously and to work harmoniously with other employees.

Skill to type at a minimum speed of 35 WPM with 95% accuracy using a word processing program.

Ability to learn applicable software applications.

Ability to enter text and numeric data into a computer database with speed and accuracy.

Ability to understand and follow oral and written directions.

MINIMUM EDUCATION & EXPERIENCE REQUIRED

Graduation from high school, including or supplemented by post-secondary business and /or computer courses and one (1) year of experience performing general clerical and office work using word processing OR any equivalent combination of formal education/training and/or work experience.. General computer skills including word processing and email required. Some spreadsheet knowledge helpful.

NOTE: Some position may require the ability to obtain certain certification(s) and/or professional designation(s) relevant to the department/division the position is part of. Said certification and/or designation shall be obtained in a period of time not to exceed four (4) years from the date of appointment. Any requests for extension of this timeframe will be reviewed on a case by case basis.

Civil Service Commission

City of Milford, CT

Retyped 5/91 Revised 07/2009

Revised: 08/18/14

Revised: 03/2016



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 _____			
Supervisor's Name _____ Title: _____	Hours per week # _____		
Reason for leaving position _____			
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 _____			
Supervisor's Name _____ Title: _____	Hours per week # _____		
Reason for leaving position _____			
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 _____			
Supervisor's Name _____ Title: _____	Hours per week # _____		
Reason for leaving position _____			
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 _____			
Supervisor's Name _____ Title: _____	Hours per week # _____		
Reason for leaving position _____			
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 _____