



CITY OF MILFORD

OPEN COMPETITIVE EXAM NO. 20-34

BLOCK GRANT OFFICE CLERK-SEASONAL

POSTING DATE: June 8, 2020

CLOSING DATE: Open until filled

NOTICE TO ALL APPLICANTS: This opening is available to all City employees and the general public.

SUMMARY OF POSITION: Under the general direction of the Community Development Block Grant Administrator or designee, this is moderately difficult, and varied clerical and administrative support work involving a high degree of responsibility. Employee of this class performs a variety of complex typing and clerical duties according to clearly defined principles and is expected to exercise independent judgment and apply project management-based skills and knowledge gained through experience in the performance of these duties.

MINIMUM QUALIFICATIONS: Graduation from high school including or supplemented by post-secondary business and/or computer courses AND Four (4) years in a business office as a clerk or secretary with experience corresponding by phone, email and letter OR any equivalent combination of education and experience as described above. To be considered the candidate computer skill level must be proficient to very good. Applicants must be able to type 35 wpm with an error rate no higher than 5%.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

- Considerable knowledge of office practices and procedures.
- Knowledge or experience in one or more of these areas: property management, construction, support services, legal or lending is preferred.
- Exceptional computer and internet research knowledge, and proficient in various office automation software, including Microsoft Word, Excel, Outlook, Internet Explorer, and database management programs.
- Ability to write legibly and type accurately at least 35 words per minute, compose letters and emails, and prepare large mailings.
- Accounts payable experience, especially in MUNIS, a plus.
- Effective organizational, recordkeeping and reporting skills.
- Ability to accurately follow instructions and communicate effectively.
- Ability to prioritize tasks, problem-solve, and work both independently and in a team capacity.
- Basic understanding of municipal business and federal regulations, a plus.
- Good knowledge of office procedures and office equipment.
- Ability to maintain confidentiality and act in a professional, tactful, courteous manner when interacting with the public and other employees.
- Performs other duties as assigned.
- Performs other duties related to the management of financial assistance provided through grant funded housing program(s). On the job training provided.

FILING REQUIREMENTS: Applicants are required to submit a fully completed Seasonal Employment Application and resume, to the Human Resources Department, Parsons Office Complex, 70 W. River St., Milford, CT or HRrecruit@milfordct.gov. For forms and detailed application instructions, go to www.ci.milford.ct.us/hr/pages/jobs then select *Block Grant Office Clerk-Seasonal*.

SALARY RANGE: The position is hourly, salary limits are as follows based on experience:

Minimum \$18.00

Maximum \$20.00

GRANT FUNDED

BLOCK GRANT OFFICE CLERK

GENERAL SUMMARY OF DUTIES

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ESSENTIAL FUNCTIONS

- Assists the Grant Administrator (supervisor) to coordinate grant award process, subrecipient records and programming.
- Prepares reports, records, data, and other information which involve review, comparison, and standard calculations of related material.
- Handles large mailings, merging letters, data input and public records searches.
- Sets up and maintains a variety of departmental records and related files.
- Prepares correspondence including, but not limited to: Letters, emails, notices, agendas, and memos.
- Takes and transcribe minutes at meetings.
- Assists program participants and the public entering the office for departmental services and/or redirects to an appropriate department.
- Answers phone calls and screens/routes calls appropriately.
- Assists supervisor as directed, or the department head, when requested.
- Collects, sorts and distributes department mail accordingly.
- Notifies appropriate parties when emergency situations arise in absence of the supervisor and takes action as directed.

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ESSENTIAL FUNCTIONS (cont'd)

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JOB ENVIRONMENT

While performing the duties of this job, the employee regularly works in a professional office environment. This role routinely uses standard office equipment such as desktop computers, photocopiers, scanner, fax machines and phones. The noise level in the work environment is usually quiet to moderate.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of this position. While performing the duties of this job, the employee is regularly required to talk, hear, sit, use hands and fingers to handle, feel, or operate objects, tools or controls, and keyboards. The employee is often required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. Specific vision abilities required by this job include close vision and ability to adjust focus.

The City of Milford, CT is an equal opportunity/affirmative action employer. It is the policy of the City to prohibit discrimination of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, age, disability, or veteran status.



SEASONAL APPLICATION

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

An Equal Opportunity Employer

_____ Position applying for _____

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 _____

EMPLOYMENT

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:

RELEVANT WORK EXPERIENCE

Next to each work area, please indicate your experience in this field. It is important that you be specific and provide as much information as possible. Include the amount of time you spent doing this type of work and for whom. How many years/months? If this was part of your job, what percentage of your time was spent doing it? If selected your starting rate of pay will be commensurate with your experience as notes in this application.

Employer _____	FROM	TO	TOTAL TIME
Your job title _____	Hours per week _____		
TRUCK DRIVINF/PLOWING or ROAD CONSTRUCTION/MAINTENANCE:			

Employer _____	FROM	TO	TOTAL TIME
Your job title _____	Hours per week _____		
OTHER WORK:			

SPECIAL SKILLS - FIELD

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):

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

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.

SIGNATURE of APPLICANT _____

DATE _____