



## JOB ANNOUNCEMENT

To establish an eligibility list for

### EXECUTIVE SECRETARY

City Manager's Office

Salary: \$40,841—\$44,392

Closed Examination # 1869

*\*\*Only current classified employees of the City of Norwich are eligible to apply\*\**

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**GENERAL DESCRIPTION:** This is responsible work providing secretarial and administrative support to the City Manager's office. Duties include typing reports and correspondence, receiving and directing visitors, answering phones, scheduling, and maintain files and records. This position also has the responsibility for making standard secretarial, administrative and work priority decisions. This work requires considerable knowledge, skill and ability in all aspects of secretarial and office procedures.

#### **ESSENTIAL JOB FUNCTIONS:**

- Types or word processes correspondence, index cards, information forms, documents, reports, and statistics from copy, rough draft or own compiled information.
- Maintains files and filing systems. Files documents. Receives, sorts and distributes mail.
- Answers telephone and directs callers, takes messages or answers difficult procedural questions. Screens, greets, directs and announces visitors. Handles routine situations or determine who in the organization should handle the caller or visitor's situation. Responds to citizen's inquiries and complaints and either answers the questions and resolves the issues or refers the matter to the appropriate municipal department. Obtains necessary information from the department and communicates it accordingly to the concerned citizen.
- Processes forms and documents within generally established procedures. Checks for adherence to requirements and accepted administrative practice. Prepares materials for meetings and legal requirements.
- Maintains event calendars and calendars or logs of own tasks. Schedules routine and special meetings.
- May take and transcribe dictation by shorthand or machine.
- May assist with budget development.

***Copies of the complete job description are available in the Human Resources Department.***

**QUALIFICATIONS:** A high school diploma supplemented by course work in secretarial science or business, plus three years of progressively responsible clerical experience including public contact and responsibility for word processing, or any combination of education and experience which provides a demonstrated ability to perform the duties of the position.

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Applications must be received before **4:30 p.m., Monday, June, 15, 2009**, in the Human Resources Department, City Hall, 100 Broadway, Room 213, Norwich, CT 06360. **In order to be considered, applicants must demonstrate on their application that they meet the minimum qualifications as stated in the job announcement.** To obtain an employment application, visit our website at [www.norwichct.org](http://www.norwichct.org).