

### **Clerical Administrative Assistant**

The Town of Warren is seeking to fill the position of Clerical Administrative Assistant. Applicant will need to be flexible, organized and able to adapt to multi-departments within the Town Hall and will be required to attend monthly Land Use Commission meetings during the evenings. Applicant must be able to work with the public in a kind and helpful manner. Closing Date - Monday, April 10, 2017

Contact the Selectman's Office at 860-868-7881 x 103 for an application and job description or at <http://www.warrenct.org/selectmen-board/news/help-wanted-clerical-administrative-assistant>.

## Clerical Administrative Assistant

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### General Purpose

Performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to assigned departmental or division staff, and assisting in the administration of the standard operating policies and procedures of the department or division. Providing these services in an effective, organized and efficient manner will ensure that municipal operations are maintained in an effective and efficient manner.

### Position Description

This is *a multi-department assistant position* and will consist of working in the following offices as needed:

- a) Selectman's Office: providing administrative and clerical services in order to ensure effective and efficient operations. Performs bookkeeping duties such as recording, posting, filing and processing transactions. Processes one or more of accounts receivable, accounts payable and payroll. QuickBooks knowledge would be a plus
- b) Town Clerk's Office: provides varied administrative and technical assistance to the Town Clerk. Duties shall include the preparation and maintenance of a variety of official municipal documents, issuance of various licenses and permits and recording various documents and vital statistics.
- c) Assessor's Office: assists the Assessor in the valuation and assessment of real estate, personal property and motor vehicles for taxation purposes as prescribed by the Connecticut General Statutes.
- d) Land Use Office: supports the Zoning Enforcement Officer by organizing and facilitating office activity and assisting the public. Will be responsible for attending Land Use Meetings and keeping accurate minutes of each meeting, transcribing and delivering to the Town Clerk within the mandated time.
- e) Public Works Department: maintaining accurate truck and road maintenance records: Hazard Communication Standards (GHS): OSHA compliance: fire extinguishers: clerical work
- f) Park and Recreation: help design and format trip applications for website.

## Clerical Administrative Assistant

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### Job Duties

The job duties performed will vary according to each department.

- will receive instructions and directions from each department head and work according to established office procedures and CT Statutes pertaining to the office.
- will become familiar with and comply with all relevant CT Statutes pertaining to each department.
- Town clerk's Office: validate official documents: post official notices, ordinances and advertisements: record papers with the federal, state and town governments as needed: issue various licenses, certificates, and permits such as marriage, gaming, hunting, fishing and dog licenses: record land records: maintain records and postings of all Board, Commission and Town meeting agendas and minutes; accounts for all public monies (permit and recording fees, conveyance taxes, etc.)
- must be able to take and record accurate minutes of Board, Commission and Town meetings as needed.
- must be able to relate positively and with courtesy when working with the public and act discretely in processing sensitive information
- in the absence of the Department Head, employee shall have all the powers and perform all the duties of the department
- this is a diversified position and may require other assignments or duties not listed to be performed
- use of computers to complete the duties of the department

## Clerical Administrative Assistant

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### Qualifications

The following skills and qualifications are helpful in being prepared to perform the duties of the job:

- Knowledge in or experience in accounting, clerical work, land use work and office procedures
- Ability to work with the public in a kind, pleasant, helpful manner to achieve the correct information
- Ability to rapidly acquire and assimilate knowledge of the provisions of Town ordinances, Town and State regulations relating to the operations of the specific department and Town
- Ability to multi-task from one department to another
- Ability to operate a computer: Microsoft programs
- Ability to maintain complex files and record systems
- Ability to compose clear and correct letters and reports
- Ability to process large quantities of paperwork accurately and efficiently and work with minimal supervision
- The ability to interact with Town residents, Boards, Commission members, auditors, state and other local officials and fellow employees

Hours: 22 hours per week in the office plus meetings

The Town Hall is open Monday and Thursday from 9-1pm and Tuesday and Wednesday from 9-4pm.

Land Use Department required meetings:

- ✓ Planning and Zoning Commission – Second Tuesday of each month, 7:30 p.m.
- ✓ Inland Wetlands & Conservation Committee – Fourth Thursday of each month, 7:00 p.m.
- ✓ Zoning Board of Appeals hearings – Fourth Wednesday of each month, 7:30 p.m.
- ✓ Any other Town or Special Meeting and Public Hearings that may be duly called.



**TOWN OF WARREN**  
50 Cemetery Road Warren CT 06754

**Application for Employment**

"We are an equal opportunity employment company. We are dedicated to a policy on non-discrimination in employment on any basis including race, creed, color, age, sex, religion, national origin, or physical defects". The Town also provides "reasonable accommodations" to qualified individuals with disabilities, in accordance with Americans With Disabilities Act and applicable state and local laws.

**This form must be completed fully and signed for further consideration.  
Resumes may be included but may not be substituted.**

**(PLEASE PRINT)**

Position(s) Applied For: \_\_\_\_\_ Date of Application \_\_\_\_\_

**GENERAL INFORMATION**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_  
Street Apt/Unit City State Zip

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Referred by: \_\_\_\_\_

Are you currently employed? ☐ Yes ☐ No May we contact your present employer? ☐ Yes ☐ No

Are you available to work: ☐ Full Time ☐ Part Time ☐ Temporary ☐ Seasonal

Date available for work? \_\_\_\_\_

Are you currently authorized to work in the U.S.? ☐ Yes ☐ No  
(Note: 1986 Immigration Reform & Control Act requires verification of identity and employment eligibility at the time of hire)

Have you filed an application for any other positions with the Town? If yes, please ☐ Yes ☐ No  
list positions: \_\_\_\_\_

Were you, at any time, previously employed by the Town? If yes, indicate position ☐ Yes ☐ No  
held and department: \_\_\_\_\_

Are you 18 years of age or older? (A work permit is required if you are under age 18) ☐ Yes ☐ No

Have you ever been convicted of any offense other than a minor traffic violation ☐ Yes ☐ No  
or juvenile offenses? If yes, explain nature of offense, dates, where and disposition.  
(Exclude any sealed or expunged convictions.) \_\_\_\_\_

(Note: Conviction is not necessarily disqualifying. The Town will consider the nature of the crime and its relationship to the job being applied for, information concerning rehabilitation and the amount of time elapsed since the conviction or release from custody.)

**VETERAN AND MILITARY INFORMATION**

Are you a Veteran of the US Armed Forces? ☐ Yes ☐ No  
Branch \_\_\_\_\_ Date of Discharge: \_\_\_\_\_

**EDUCATION**

Circle # of Years Completed	Name & Location of School	Years Attended	Date Graduated	Subjects Studied/ Degree Awarded
High School 0 1 2 3 4 / GED				
College 1 2 3 4				
College 5 6 7 8				
Trade, Business or Correspondence School				

**LICENSES AND/OR CERTIFICATIONS**

Do you have a current Driver's License? ☐ Yes ☐ No If yes, issuing state\_\_\_\_\_

Do you have a current Commercial Driver's License? ☐ Yes ☐ No

If yes, issuing state\_\_\_\_\_ License Number\_\_\_\_\_

Do you have any professional licenses or certifications? ☐ Yes ☐ No If yes, please indicate:

License/Certification Type	State	Expiration Date	License/Certification Number
_____	_____	_____	_____
_____	_____	_____	_____

**SKILLS AND QUALIFICATIONS**

Do you have other training, internships, or armed forces training related to the job for which you are applying?

If yes, please indicate:

Training Name	Location	Dates Attended	Subject
_____	_____	_____	_____
_____	_____	_____	_____

**REFERENCES**

Name	Address/Phone	Business	Years Known

## EMPLOYMENT HISTORY

List below all present and past employment. Begin with your most recent employment and work backwards consecutively. Resumes may be included only with a completed application. Please attach additional sheets, if necessary.

1. Position \_\_\_\_\_ Dates: From \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year  
Name of Employer \_\_\_\_\_ Phone: \_\_\_\_\_  
Address of Employer \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Supervisor's Phone \_\_\_\_\_  
Salary: \_\_\_\_\_ hr / wk Reason for leaving: \_\_\_\_\_  
Job Responsibilities: \_\_\_\_\_  
  
May we contact for a reference? ☐ Yes ☐ No If no, please indicate reason \_\_\_\_\_

2. Position \_\_\_\_\_ Dates: From \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year  
Name of Employer \_\_\_\_\_ Phone: \_\_\_\_\_  
Address of Employer \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Supervisor's Phone \_\_\_\_\_  
Salary: \_\_\_\_\_ hr / wk Reason for leaving: \_\_\_\_\_  
Job Responsibilities: \_\_\_\_\_  
  
May we contact for a reference? ☐ Yes ☐ No If no, please indicate reason \_\_\_\_\_

3. Position \_\_\_\_\_ Dates: From \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year  
Name of Employer \_\_\_\_\_ Phone: \_\_\_\_\_  
Address of Employer \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Supervisor's Phone \_\_\_\_\_  
Salary: \_\_\_\_\_ hr / wk Reason for leaving: \_\_\_\_\_  
Job Responsibilities: \_\_\_\_\_  
  
May we contact for a reference? ☐ Yes ☐ No If no, please indicate reason \_\_\_\_\_

This application is not a contract of employment between the Town, and any person, nor does it give any person the right to continue in the employment of the Town for any specified period of time. In the absence of a Union Contract, Written Contract, a Public Policy Violation, and/or a Civil Rights Violation, employment may be terminated with or without cause or notice at any time, at either my option or that of the Town of Warren.

All employees are employed-at-will. No management representative has any authority to enter in agreement, either oral or written, for continuing employment for any specified period of time, or for any particular term or condition of employment except the Chief Elected Official of the Town of Warren, and only if such agreement is made in writing and signed by the Chief Elected Official of the Town of Warren, subject to approval by the Board of Selectmen. All employees are subject to a defined probationary period, which may, at the Town's discretion or by mutual agreement with a Union, if applicable, be extended. During the probationary period, employment may be terminated without notice at any time and for any reason.

In the processing of this employment application, I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education or any other information that they might have, personal or otherwise, with regard to any of the subjects covered by this application; and I release all such parties from all liability for any damage which may result from furnishing such information to you. I authorize you to request, receive and verify all information given in this application.

I understand that as a condition of my consideration for employment with the Town, I may be required to undergo a urinalysis drug test. I also understand that it is the Town's policy not to hire an applicant who receives a confirmed positive drug test result. The urinalysis will be performed by an authorized medical facility, which will interpret the drug test results. A positive result will be confirmed by a second test with the same sample. The results will be disclosed to the Chief Elected Official of the Town of Warren. I will be given a copy of any positive urinalysis drug test result. I have read and understand the above statement and voluntarily consent to undergo a urinalysis as a condition of my consideration for employment with the Town.

In the event that I am offered and accept employment with the Town, I will be asked to provide information certifying my employment eligibility in order to comply with requirements of the Immigration and Naturalization Service (INS). Employment is conditioned upon providing the required documentation in a timely manner.

I understand that this application will be active for a period of one year; after that time, if I wish to be considered for employment, I must submit a new application.

I certify that all statements made on or in connection with this application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that incomplete, false, inaccurate, or misleading information given in my application, interview(s) or during the course of my employment may result in the rejection of this application; withdrawal of a job offer; or discipline, up to and including termination of employment. Further, false information provided whether willingly or accidental, may result in my immediate dismissal if employed, whenever the omission or falsehood is discovered.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Date Received:** \_\_\_\_\_