

JOB ANNOUNCEMENT

The City of Norwich announces a closed promotional and an open examination to fill a vacancy and establish an eligibility list for the following classification:

57960 – ADMINISTRATIVE SPECIALIST

Public Works Department

Open Until: October 13, 2022 at 04:30 PM EST

Rate of Pay: \$48,082.29 - \$52,263.37



General Description

This is very responsible administrative technical work involving a wide range of duties which include but is not limited to reception, assisting customers, processing of permits and applications, data entry, word processing, recordkeeping, financial transactions, use of GIS system, statistical reporting, use of specialized software, requisitions, purchase orders, invoices, bid preparation, completion of specialized forms for internal and external agencies, assists in preparation of payroll, update agency website as needed.

Qualifications

A high school diploma or the equivalent, plus five (5) years of recent (within the last 5 years) progressively responsible clerical/administrative experience including public contact. An equivalent combination of education and qualifying experience may be considered.

Important Information

In order to be considered, applicants must demonstrate on their application they meet the minimum qualifications as stated in the job announcement.

You must reside within the State of Connecticut, 60 miles from Norwich within one year of appointment.

The complete job description is available online.

Examination will consist of 100% written.

To apply visit our website at www.norwichct.org/hr.
For questions or additional information, call (860) 823-3836.
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

9/22/2022

Bhm