JOB ANNOUNCEMENT

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

61398 – ADMINISTRATIVE GENERALIST

Police Department

Open Until: February 24, 2023 at 04:30 PM EST

Rate of Pay: $53,074.58 - $57,689.76

General Description

This is highly responsible administrative and secretarial work involving a wide range of computer work, reception, scheduling, financial, record keeping, purchasing, time and attendance functions. Work involves responsibility for providing secretarial, administrative, and program management support for a municipal police department. Duties include prioritizing assignments, preparing a variety of materials including confidential documents, maintaining records and accounts of financial transactions, overseeing seasonal staff as assigned, budget monitoring, department timekeeping, and other finance-related functions including but not limited to billing private duty assignments, tracking various CBA benefits. This position also has the responsibility for making difficult secretarial, administrative and work priority decisions.

Qualifications

An Associate's degree plus (4) years of responsible administrative work experience which includes managing processes and projects and coordinating for large groups. Other combinations of education and qualifying experience that provides a demonstrated ability to perform the duties of the position may be considered. Excellent customer service skills required, payroll experience for a large group with multiple shifts preferred.

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

2/8/2023 Bhm