



# CITY OF BRIDGEPORT, CONNECTICUT

---

The City of Bridgeport is now accepting submissions for the position of

## **CLERICAL ASSISTANT**

*Mayor's Initiative for Reentry Affairs Department*

**Salary and Benefits:** \$48,539.00 per year. This position includes a comprehensive benefits package. This summary provides a brief overview of the benefits available to regular full-time municipal employees; depending on the employee group some of these benefits may include retirement pension administered by CMERS (Connecticut Municipal Employees Retirement System), health insurance (medical, dental, vision, prescription), life, disability, paid leave, paid holidays, 457(a) deferred compensation plan (employee paid), and other voluntary employee paid benefits.

**To Apply:** Please email a cover letter, resume, supplied application and three (3) professional references (name & contact only) to [COB.Jobs@BridgeportCT.gov](mailto:COB.Jobs@BridgeportCT.gov).

**Accepting complete submissions until the position is filled.**

(Any/all changes to this opening shall be at the discretion of the City of Bridgeport).

### *Municipal Profile*

The City of Bridgeport is in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. The city has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City's legislative body, consists of twenty (20) members elected for two-year terms

### **GENERAL STATEMENT OF DUTIES:**

The Clerical Assistant is responsible for but not limited to all office correspondence and organization such as answering phones, scheduling appointments, acute event planning and handle confidential information. As well as organize and manage client intake for the participates of the re-entry program.

### **SUPERVISION RECEIVED:**

Acts under the supervision of the Department Head.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

- Screen and direct incoming calls and visitors.
- Type assigned office documents and correspondence.
- Implement and maintain office filing system.
- Establish and maintain programs participants records
- Order office supplies as necessary.
- Set up meetings and conferences as needed.
- Assist in logistics for department programs
- Responsible for outgoing and incoming mail.
- Other duties as assigned and required.

## **MINIMUM EDUCATIONAL REQUIREMENTS**

- High school graduation
- Some college experience preferred.
- A satisfactory equivalent combination of education, training, and experience.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of office procedure & operations
- Type at least 30 WMP
- Microsoft Office knowledge-computer literacy
- Ability to maintain good working relationship with employees and public.
- MUNIS software experience will be advantageous
- Knowledge and passion for connecting with the re-entry population.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which do not cause undue hardship may be made to enable individuals with disabilities to perform the essential functions.*

- Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. Tasks may involve extended periods of time at a keyboard or workstation. Frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.
- Ability to see and read objects closely, as in typing from another document, reading/proofreading a report, read plans, using a computer monitor, filing and/or retrieving information from a filing system and verifying the accuracy of financial information.

*This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities, and qualifications which comprise this position.*

*This position will require a pre-employment medical examination and drug testing.*

**An Equal Opportunity Employer MF/AA/DIS**

For further information and contact:  
CIVIL SERVICE COMMISSION  
45 LYON TERRACE  
BRIDGEPORT, CT 06604  
TELEPHONE: (203)576-7103



CITY OF BRIDGEPORT, CONNECTICUT  
**CIVIL SERVICE COMMISSION**

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604

**Employment Application**

Position Applied for		Date	
----------------------	--	------	--

APPLICANT INFORMATION									
Last Name				First Name			M.I.		
Mailing Address						Apartment/Unit #			
City				State			ZIP		
Phone				E-mail Address					
Commercial Drivers License (CDL) (Yes/No)				CT Drivers License (Yes/No)					
Are you a citizen of the United States?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Have you ever worked for the City of Bridgeport before?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If so, when?				

EDUCATION										
High School				Address						
From		To		Did you graduate?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Degree	
College				Address						
From		To		Did you graduate?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Degree	
Other				Address						
From		To		Did you graduate?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Degree	

REFERENCES		
<i>Please list three professional references.</i>		
Full Name		
Company		
Address		
Full Name		
Company		
Address		
Full Name		
Company		
Address		

PREVIOUS EMPLOYMENT					
Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

DEMOGRAPHICS				
<p>For purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.</p>				
<b>GENDER:</b>	FEMALE <input type="checkbox"/>	MALE <input type="checkbox"/>	HISPANIC or LATINO	
<b>ETHNICITY:</b>	WHITE <input type="checkbox"/>	ASIAN <input type="checkbox"/>	BLACK or AFRICAN AMERICAN <input type="checkbox"/>	AMERICAN INDIAN or ALASKA NATIVE <input type="checkbox"/>
NATIVE HAWAIIAN or PACIFIC ISLANDER <input type="checkbox"/>		TWO or MORE RACES <input type="checkbox"/>		OTHER <input type="checkbox"/>

IN CASE OF EMERGENCY, PLEASE NOTIFY:			
Name:			Name:
Relationship:			Relationship:
Home Phone:			Home Phone:
Work Phone:			Work Phone:
Cell Phone:			Cell Phone:

**DISCLAIMER AND SIGNATURE**

Signature		Date	
-----------	--	------	--

I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.