



CITY OF BRIDGEPORT, CONNECTICUT

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

Clerical Assistant (Disabilities Officer)

Pay: \$25.00 per hour. Part-Time

To Apply: Please email a cover letter, resume, and three (3) professional references (name & contact only) to COB.Jobs@bridgeportct.gov.

Position is open until filled. Any/all changes shall be at the discretion of the City of Bridgeport).

Municipal Profile

The City of Bridgeport is located 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 all duties necessary in providing a more efficient and effective office environment and in assisting with supportive services to department staff. Additionally, this position will provide assistance to people with disabilities and their families and conduct assessments for ADA compliance.

SUPERVISION: This position does not supervise.

TYPICAL TASKS OR ASSIGNMENTS:

Ensuring that people with disabilities can participate in all programs, services and activities throughout the City. Conduct appropriate assessments according to ADA law and regulations. Working with facilities to make sure that they are accessible for all persons with disabilities. Screen and Direct incoming calls and visitors
Type assigned office documents and correspondence, implement and maintain office filing system.
Setup meetings and conferences as needed. Assist in logistics for department programs. Responsible for outgoing and incoming office mail. Other duties as assigned and required

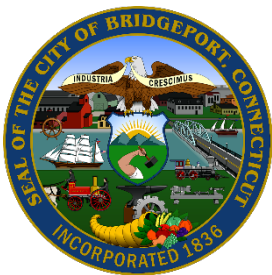
REQUIRED QUALIFICATION, KNOWLEDGE, SKILLS AND ABILITIES

- Excellent interpersonal and communication skills.
- Microsoft Office knowledge and computer literacy.
- Must be comfortable providing community outreach and education.
- Knowledge of office procedure and operations.
- Ability to maintain good working relationship with employees and public.
- Any equivalent combination of experience and training which demonstrate ability for performing duties of position.
- High School education

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.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE
BRIDGEPORT, CT 06604



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

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604-4023

Non-Competitive/Seasonal Employment Application

Position Applied for		Date	
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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			Relationship	
Company			Phone	
Address				
Full Name			Relationship	
Company			Phone	
Address				
Full Name			Relationship	
Company			Phone	
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"/>	

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.

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.

GENDER: Male Female

ETHNICITY: Asian Black (Non-Hispanic) Hispanic White Other: _____