



CITY OF BRIDGEPORT, CONNECTICUT
CIVIL SERVICE COMMISSION

CITY HALL * 45 LYON TERRACE * BRIDGEPORT, CONNECTICUT 06604-4023 * (203) 576-7103 * FAX 576-7102

The Office of the Civil Service Commission is now accepting submissions for a contract position as an Examination Specialist.

Department Profile

The City of Bridgeport's Office of the Civil Service Commission is the central Personnel office for the City of Bridgeport. We provide service to the general public and the employees of the City of Bridgeport.

Available Contract Position: (Click on the job title to view the job description)

Examination Specialist (1 opening) – 19 hours - \$24.00 per hour

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



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Examinations Specialist-Contract Assignment

Specialized work of a clerical nature in the field of municipal personnel examinations performed under professional direction.

Typical Tasks and Assignments:

Creates and monitors applications process for open competitive and promotional exams
Prepares advertising copy and exam announcements and posts to website and social media
Screens resumes and exam applications, and maintains applicant files and records
Acknowledges receipt of applications; send written correspondence to reject applications as needed
Monitors email and screens phone calls to answer applicant and candidate questions in a timely manner
Tracks participation in examination development and follows up to ensure required participation
Arranges and coordinates examination logistical details (scheduling and booking venues, catering, proctors, assessors, equipment, etc.)
Assists with preparing examination materials, test documents, instructions and answer sheets/keys
Conducts or assists with conducting examinations
Composes and sends correspondence to applicants and candidates in various stages of examination process
Compiles test results and reports of examination outcomes; prepares exam update reports
Assembles and maintains established candidate lists for examinations and updates data as needed
Coordinates and maintains all appropriate required documentation in conjunction with examinations
Assists with examination review and appeals process
Tracks employee service ratings for all exam candidates as required
Maintains and updates the City's website with examination information

Special Knowledge, abilities and skills:

Ability to understand and follow directions
Ability to maintain complex or varied clerical records
Mental alertness, accuracy and good judgment
Unimpeachable integrity, discretion and tact
Ability to write clearly and precisely and to communicate information effectively both orally and in writing
Knowledge of the practices and procedures of a municipal personnel agency
Working knowledge of the principles and techniques of a Civil Service testing system and exam process
Ability to meet and deal with applicants, employee candidates and City authorities
Familiarity with social media for recruiting (Facebook, Twitter, LinkedIn, etc.)
Proficiency in Microsoft Office: Word, Excel, Outlook and Access

Minimum Qualifications:

Graduation from an accredited college or university with a bachelor's degree in psychology, personnel administration, public administration, business administration or a related field. Master's in Industrial/Organizational Psychology a plus
Four years of experience in an office and/or municipal environment
Any equivalent combination of education, training and experience.