



# CITY OF BRIDGEPORT, CONNECTICUT

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

## Secretarial Assistant

### *Department of Public Health and Social Services*

In direct support of Mayoral goals, and consistent with the objectives of our department, we are dedicated to enhancing the health and well-being of the Bridgeport community. Our mission is to provide high-quality public health services that promote and protect the health of our citizens. We accomplish this by monitoring the effectiveness of our programs, enforcing laws and ordinances that support public health, and collecting critical health data to inform our work. Commitment to excellence is unwavering, and we are proud to be an integral part of building a healthier, happier, and more vibrant Bridgeport.



For more information visit: <https://www.bridgeportct.gov/government/departments/health-social-services>

**Salary and Benefits:** \$44,873.00 per year. This position is affiliated with the National Association of Government Employees, Local RI-200 (aka “NAGE”) and includes an extensive package of benefits as outlined with the associated collective bargain agreement (aka “union contract”). The above salary is subject to cost-of-living increases as negotiated by NAGE. The benefits shall include health insurance coverage (medical, dental, vision, prescription), a term life insurance policy, paid leave (sick, vacation, personal), paid holidays, and other voluntary employee paid benefits.

The City of Bridgeport also offers several voluntary benefit programs via automatic payroll deduction: 457(b) Deferred Compensation Plan with Roth options (employee paid), legal services, and complimentary discounted perks for city municipal employees. Tuition reimbursement is available to most City employees based upon the terms of the contract which covers the employee. Additionally, retail and tuition discounts may be available at various universities and businesses that have partnered with the City of Bridgeport.

The city participates in the Connecticut Municipal Employees Retirement System (CMERS) ([www.osc.ct.gov/rbsd/cmers/muniretire.htm](http://www.osc.ct.gov/rbsd/cmers/muniretire.htm)), which requires both employer and employee contributions. Please be aware that your earnings from this position are not covered under Social Security; instead, you will make contributions towards your government pension plan. For further information, you may visit the Social Security website at [ssa.gov](http://ssa.gov).

**Application Process:** Mail, deliver or email a resume, a cover letter, and three (3) professional references to the Civil Service Commission office, Room 106, 45 Lyon Terrace, Bridgeport, Connecticut 06604 or by email to [COB.Jobs@bridgeportct.gov](mailto:COB.Jobs@bridgeportct.gov). Please include “Secretarial Assistant – Health Department” in the subject line.

**Accepting complete submissions until filled.**

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

*This position will require a pre-employment medical examination and controlled substance screening.*

### ***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. Nicknamed the “Park City” for its over 40 public parks and 1,300 acres of public space, Bridgeport is a vibrant community home to numerous attractions that enhance the City’s economic fortunes. The [Barnum Museum](#) showcases the life and times of the former City mayor and renowned showman, P.T. Barnum. The [Hartford Healthcare Amphitheater](#) holds live music and other shows. The [Total Mortgage Arena](#) brings hundreds of thousands of visitors annually to Bridgeport’s Downtown to watch minor league hockey, college basketball, college hockey, and other events. The [Connecticut's Beardsley Zoo](#) is one of the most visited tourist attractions and only zoo in the State. The [Sacred Heart University's Discovery Museum and Planetarium](#), located in the North End of the City, offers interactive science and space displays. Additionally, Bridgeport is home to a [Vinny Brand's Stress Factory Comedy Club](#), [Downtown Cabaret Theatre](#), and many [fine dining](#) options.

### ***Governing Structure***

The City has a Mayor-City Council form of government. Bridgeport has an elected mayor who serves as the chief executive officer of the municipal government and serves a four-year term. The current mayor is Joseph P. Ganim, who is currently serving his eighth term as mayor. The City Council is the twenty-member legislative body whose two major responsibilities are enacting ordinances necessary to ensure the welfare and good order of the City and adopting the City’s [annual budget](#). Councilmembers are elected by the residents of the ten council districts to represent the concerns, needs, and issues of their constituents, and work to improve the City’s neighborhoods. All Councilmembers serve a two-year term in office.

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

Provides administrative support to team members and aids with the daily administrative and clerical operations of the various units within the department.

### **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.

- General office duties, including but not limited to: answering and directing telephone calls, distributing mail, preparing mailings, maintaining records and files, preparing reports, making copies, faxing and maintaining office equipment.
- Types from copy, rough draft, dictation, general instruction, specialized reports, or other materials frequently requiring independent action and discretion on problems encountered.
- Types schedules, form letters, correspondence, or purchase orders based on information from records and files.
- Processes work orders or documents requiring office procedural knowledge; and maintains files and inventory records.
- Answers telephone, gives information in person or by telephone to other departments and the public, applying significant knowledge of departmental rules, regulations, and procedures.
- Ensure departmental data is accurately and consistently maintained and troubleshoot inconsistencies. Assist staff with correctly entering data into department or city information system.
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.

- Prepare reports using the above data, including conclusions and recommendations for solution of administrative problems.
- Manage and maintain schedules, prepare invoices, reports, memos, letters, financial statements, and other documents, using word processing, spreadsheet, database, or presentation software.
- Order office supplies and maintain inventory if necessary.
- Greet visitors and determine whether they should be given access to specific individuals.
- Performs other duties as deemed necessary.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Other administrative and management tasks may be assigned as appropriate.

- Additional duties may be required that are particular to the department.

**MINIMUM EDUCATIONAL AND EXPERIENCE REQUIREMENTS:**

- High school graduation, including some secretarial courses or experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must be proficient in a variety of computer software applications: Microsoft Word, Excel, and other Office applications as necessary.
- Ability to organize, prioritize and plan/schedule work tasks to meet deadlines.
- Must be able to interact professionally and communicate effectively with individuals at all levels of government as well as the public.
- Excellent verbal and written communication skills.
- Good knowledge of standard bookkeeping practices and statistical analysis.
- Bilingual language skills (usually English-Spanish) are advantageous.

Any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

**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 the 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, such as 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. The above is intended as a general summary only. You should not rely on it as a complete or binding explanation. This summary is subject to the reasonable discretion of city management. This summary does not constitute a contract of employment, express or implied, between the employee and City of Bridgeport. This is an informational guide and is subject to correction of any information which may have been inadvertently misstated.*

The City of Bridgeport is an Equal Opportunity Employer

For further information and contact:

CIVIL SERVICE COMMISSION  
 45 LYON TERRACE, ROOM 106  
 BRIDGEPORT, CONNECTICUT 06604  
 TELEPHONE: (203) 576-7103



[Explore Bridgeport](http://BRIDGEPORTCT.GOV/EXPLORE)

CITY OF BRIDGEPORT, CONNECTICUT  
**CIVIL SERVICE COMMISSION**  
 CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604



**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**

Please list three professional references.

Full Name					Relationship		
Company					Phone		
Address							
Full Name					Relationship		
Company					Phone		
Address							
Full Name					Relationship		
Company					Phone		
Address							

Updated 5/4/23

**PREVIOUS EMPLOYMENT**

Company					Phone		
Address					Supervisor		
Job Title							
Responsibilities							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?					YES	NO	
Company					Phone		
Address					Supervisor		
Job Title							
Responsibilities							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?					YES	NO	
Company					Phone		

Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES	NO

**DEMOGRAPHICS**

For the 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.

<b>GENDER:</b>	FEMALE <input type="checkbox"/>	MALE <input type="checkbox"/>	HISPANIC or LATINO <input type="checkbox"/>	
<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"/>

**DISCLAIMER AND SIGNATURE**

Signature		Date	
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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.