CITY OF BRIDGEPORT, CONNECTICUT

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

Clerical Assistant
Building Department

The Building Department issues permits and inspects work done to all buildings and other structures. Permits include building, electrical, plumbing, heating, air conditioning, fire protection, sprinklers and extinguishing systems, refrigeration, demolition, and signs. Applications for permits are reviewed for conformance to all applicable laws, codes, and ordinances. A permit constitutes permission to proceed with the approved work. The purpose of permits and inspections is to ensure public safety, health, and welfare insofar as they are affected by building construction, through structural strength, adequate exit facilities, fire safety, light and ventilation, and sanitary equipment. The Building Department's function is to secure the safety of life and property from hazards incident to the design, erection, repair, removal, demolition, or planned occupancy of buildings, structures, or premises.

For more information, visit: www.bridgeportct.gov/government/departments/building-department

Salary and Benefits: $51,000.00 per year. 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 include health insurance (medical, dental, vision, prescription), life insurance, short- and long-term disability, paid leave (sick, vacation, and personal), paid holidays (13), and more. This is an unaffiliated, non-unionized position.

The City of Bridgeport also offers several voluntary benefit programs via automatic payroll deduction: 457(b) Deferred Compensation Plan with Roth options, 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, tuition discounts may be available at various universities and colleges 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), 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.

Application Process: Mail, deliver, or email a resume, a cover letter, and a completed Civil Service Application (found below) to the Civil Service Commission Office, Room 106, 45 Lyon Terrace, Bridgeport, Connecticut 06604, or by email to COB.Jobs@bridgeportct.gov. Please include "Clerical Assistant" in the subject line.

Accepting complete submissions until the position is 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. The most populous city in Connecticut, it has an approximate population of 147,000, consisting of 50,367 households, with a population density of 9,226 residents per square mile. Nicknamed the "Park City" for its over 40 public parks, including the Olmsted-designed Seaside Park and Beardsley Park, Bridgeport is a vibrant community and was recently cited as the 11th most diverse city in the country (with some 85 languages spoken here). *NBC Today* also labeled Bridgeport one of the top 5 booming cities in the nation. The City is also home to numerous attractions, such as the Barnum Museum, Connecticut's Beardsley Zoo, the Hartford Healthcare Amphitheater, the Total Mortgage Arena, and the Soundside Music Festival, all of which bring thousands of visitors to the city each year for a myriad of events. A center of learning, Bridgeport is home to Sacred Heart University's Center for Healthcare Education, the University of Bridgeport, and Fairfield University's Bellarmine Campus, as well as the campus of the Paier College of Art and the Housatonic Community College. The city also hosts two major medical centers which serve the region and are the city's largest employers: Bridgeport Hospital, which is part of the Yale New Haven Health Care System, and Saint Vincent's Medical Center, which is part of Hartford Healthcare. The Connecticut's Beardsley Zoo is one of the most visited tourist attractions and the 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 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:

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.

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.

Types from plain copy, or rough draft, a variety of forms, documents, reports or tabular listings; types form letters, stencils and index cards; checks line payroll items, and computations of salaries, deductions and charges; checks standard records or reports for completeness and correctness of information; does simple filing or searching of files; directs callers.

TYPICAL TASKS OR ASSIGNMENTS:

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.
- Setup meetings and conferences as needed.
- Assist in logistics for department programs.
- Open, sort, and distribute incoming correspondence, including faxes and email file and retrieve documents, records, and reports.
- Gather data from various sources and compile into a useable format to analyze and present useable information to department head.
- Designs reports based on specific department needs.
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Manage and maintain schedules prepare invoices, reports, memos, letters, financial statements, and other

documents, using word processing, spreadsheet, database, or presentation software.
- Other duties as assigned and required.

MINIMUM EDUCATIONAL REQUIREMENTS

- High School diploma required; college education is preferred.
- At least two (2) years of administrative and clerical experience.
- Any equivalent combination of experience and training which demonstrate ability for performing duties of position.

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 organize, prioritize and plan/schedule work tasks to meet deadlines.
- Ability to maintain good working relationship with employees and public.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography, and transcription, designing forms, and other office procedures and terminology
- Knowledge of Tyler Munis municipal invoicing system preferred

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

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

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 ☐	NO ☐	If no, are you authorized to work in the U.S.?	YES ☐	NO ☐		
Have you ever worked for the City of Bridgeport before?	YES ☐	NO ☐	If so, when?				

EDUCATION								
High School				Address				
From		To		Did you graduate?	YES ☐	NO ☐	Degree	
College				Address				
From		To		Did you graduate?	YES ☐	NO ☐	Degree	
Other				Address				
From		To		Did you graduate?	YES ☐	NO ☐	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			

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

The following section is voluntary and will in no way be used to influence your possible selection for any position. For the purposes of Affirmative Action, we are requesting that you fill out the data below. 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
- ☐ Non-Binary
- ☐ Prefer not to answer
- ☐ Other: _____

Ethnicity

- ☐ Asian
- ☐ Black/African American
- ☐ Hispanic
- ☐ Native American
- ☐ Pacific Islander
- ☐ White/Caucasian
- ☐ Prefer not to answer
- ☐ Other: _____

How did you hear about us?

- ☐ City of Bridgeport Website
- ☐ Job Board (Indeed.com, etc.)
- ☐ Social Media (Facebook, etc.)
- ☐ City Employee _____
- ☐ Networking Event/Job Fair
- ☐ University/College Career Center
- ☐ Other: _____

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.