



City of Ansonia

253 Main Street
Ansonia, CT 06401

October 26, 2023

TO: Recruitment Sources

FROM: John P. Marini
Corporation Counsel

SUBJECT: EMPLOYMENT OPPORTUNITIES

PLEASE POST

THE CITY OF ANSONIA
ANNOUNCES EMPLOYMENT OPPORTUNITIES

ANSONIA SENIOR CENTER

SENIOR CENTER PAGE

SALARY RANGE IS \$15.00 PER HOUR

TO BE CONSIDERED, APPLICATIONS MUST BE FILLED BY:

NOON FRIDAY, NOVEMBER 10TH, 2023

APPLICATIONS AVAILABLE BY

CONTACTING:

Cristina Molina
City Hall
253 Main Street
Ansonia, CT 06401
cmolina@ansoniac.org

SPECIAL INSTRUCTIONS: To request an application and job description by mail, please send a self-addressed stamped envelope.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F/H/V
PLEASE REMOVE: Friday, November 10th, 2023

POSITION DESCRIPTION

CLASS/TITLE: SENIOR CENTER PAGE
REVISION DATE: 10/26/23
DATE: 10/26/23
REVISION LTR:
DEPARTMENT: SENIOR CENTER
SALARY RANGE: \$15.00 PER HOUR

PT SALARIED POSITION

GENERAL PURPOSE

Under supervision, compiles data and operates typewriter or computer in performance of routine clerical duties to maintain business records and reports for the Senior Center, and several receptionist duties. May train others in accordance with the organization's policies and applicable laws.

SUPERVISION RECEIVED

Works under the department head or designee.

DUTIES AND RESPONSIBILITIES

Performs a wide variety of clerical work including typing, proofreading, filing, checking and recording information.

Receives, screens, and refers telephone calls to the appropriate persons.

Types letters, reports, business correspondence, application forms, memorandums, statistical information, and other material from oral direction, rough draft, typed or handwritten copy, or notes. Receives, sorts and distributes incoming and outgoing mail. Operates adding machine and other office equipment.

Files records and reports, posts information to records, sorts and distributes mail, answers telephone, and performs similar duties.

Computes amounts and checks totals on report forms or bills.

Types on or from specialized forms.

Makes copies of completed work.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Any other duties assigned by management.

PERIPHERAL DUTIES

Assists Director with planning "Senior" activities.

Assists on "Senior" trips.

Communicate directly with tour companies.

DESIRED MINIMUM QUALIFICATIONS

EDUCATION and/or EXPERIENCE: One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra.

REASONING ABILITY: Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

TOOLS AND EQUIPMENT USED

Operates such office equipment as calculators, computers and copiers.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hand or arms. The employee is occasionally required to walk.

The employee must occasionally lift and or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is moderate.

SELECTION CRITERION

Formal application, rating of education and experience; oral interview and reference check; oral job related tests may be required.

The position is subject to the collective bargaining agreement with TEAMSTERS

AN AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER - M / F / V / H