

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

PROMOTIONAL EXAM #1051

PROMOTIONAL EXAMINATION FOR: STUDENT REGISTRATION SPECIALIST
SALARY: \$14.53 ~ \$19.34/hr.

This examination is open to permanent classified employees of the City of Waterbury.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:50 p.m. on:

MARCH 12, 2010

EXAMPLES OF WORK: (Illustrative only)

- ◆ Interviews families of school children to initiate the student registration process;
- ◆ Assembles packets of information for each City school and provides packets to parents (and reviews the contents with parents) so they can understand the school registration requirements;
- ◆ Examines and evaluates documents, such as birth certificates, residency cards, immunization records, physical exam reports and other reports, to assure that students meet the registration requirements;
- ◆ Assists parents to fill out the student registration form to assure accuracy and completeness;
- ◆ When necessary, assists parents to make appointments with community health services or social service agencies so that registration requirements are met;
- ◆ Helps parents and their children to understand class schedules and school bus schedules so students can be present at their designated school at the proper time;
- ◆ Prepares department reports and/or documents, and stores documents appropriately, to comply with department procedures;
- ◆ Performs other clerical duties or related work requested by the Student Registration Coordinator.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the legal requirements for registering students in Connecticut public schools. Knowledge of computer operating systems and software including the Microsoft Office Suite. Ability to communicate effectively with parents and students, especially those who do not speak English as their primary language. Ability to operate standard office equipment, and to organize and manage files. Ability to maintain the confidentiality of personal, private information is required. Ability to perform multiple, simultaneous tasks in a high-activity office is preferred.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:

High School diploma AND at least three years of clerical experience working in a public education office or community service agency, or Associate's Degree (or diploma from a Business School) AND at least one year of said experience. Ability to speak fluent Spanish and English is greatly preferred. Familiarity with Waterbury-area public health-human service programs and community agencies is preferred.

YOU MUST SUBMIT THE FOLLOWING WITH YOUR APPLICATION:

- ◆ Copy of HS Diploma, Business School Diploma or College Degree or Transcripts.

This position is covered under the written agreement between the City of Waterbury and the White Collar Union. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination.

APPEAL PROCESS: An applicant may appeal a notice of rejection of his/her application to the Civil Service Commission within seven (7) days of receipt of such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER