

**CIVIL SERVICE COMMISSION  
WATERBURY, CONNECTICUT**

**OPEN COMPETITIVE EXAM #1975**

**OPEN COMPETITIVE EXAMINATION FOR: ATTENDANCE COUNSELOR**

**SALARY: \$20.26 ~ \$ 26.84 PER HOUR** (NOTE: New hires start at the beginning of the range)

**FRINGE BENEFITS:** Choose from three available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation Days; paid Sick Days; paid Personal Days.

**LAST DAY FOR FILING APPLICATIONS**

**Applications,** which may be obtained by visiting our website at [www.waterburyct.org](http://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:

**OCTOBER 7, 2011**

**IMPORTANT:**

1. Veterans – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. Residents – Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

**EXAMPLES OF WORK** (Illustrative only):

Acts as a resource to and confers with administrators, guidance counselors, teachers, pupil services, special services, health services personnel, parents and guardians and other agencies related to or involved with school attendance issues; Implements school attendance policies, procedures and laws; Maintains records, data and forms as required; Interviews and assists students and parents/families to help reduce or eliminate truancy; Assists in court procedures and completes forms; Works with juvenile court and police; Maintains strict confidentiality of all student and family information; Serves as a member of Planning and Placement or Section 504 Teams when required; Performs other related work as required.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:**

Must possess a demonstrated knowledge and understanding of attendance laws/regulations and intervention/prevention strategies for school attendance; Ability to handle a large case load of students with various needs; Ability to interpret/communicate to students/families and school staff and respond in a timely, effective way; Must possess excellent case assessment and management skills, data collection and computer skills; Ability to demonstrate good interpersonal and communication skills both orally and in writing; Ability to establish and maintain effective relationships with students, parents, administrators and outside agencies to help increase school attendance; Ability to travel from school to school if necessary and to visit homes and other locations relating to school attendance; Ability to make decisions and have good judgment in adherence and compliance with attendance policies/procedures and applicable federal, state and local standards, guidelines and governing regulations.

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**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:**

Possession of a Bachelor's Degree or higher in Sociology, Psychology, Social Work or Education; and  
*(Please submit a copy of Degree or Transcripts at time of application)*

One (1) year experience as an attendance counselor providing services for school-aged children preferred; and

Fluency in reading, writing and speaking Spanish is a plus; and

Must be in possession of a valid Motor Vehicle License with a good driving history.

*(See statement below)*

**In order to verify possession of the appropriate Driver's License and good driving history, applicants will now be required to provide the H.R. Office with a Driving History Report that is less than 30 days old. Only reports generated by the Department of Motor Vehicle will be accepted. This information will be specifically requested of the applicants at the time that a conditional offer is made. In the event that a report is not supplied within (7) seven days or the H.R. Director deems your driving history to be poor, the conditional offer may be rescinded.**

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**  
**E.O.E. M/F/H/V**

9/23/11 mj