



CITY OF STAMFORD

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Stamford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities

PROMOTIONAL EXAMINATION NO. 13-29P*

SENIOR ADMINISTRATIVE ASSISTANT TO THE MAYOR

Annual Salary Range: \$74,805 - \$96,237

***This position is open only to permanent full-time employees of the City who meet the minimum qualification requirement listed below.**

GENERAL SUMMARY OF DUTIES

Under general direction of the Mayor, performs a variety of complex, responsible, highly sensitive and confidential executive support functions and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Senior Administrative Assistant to the Mayor serves as the office manager for the Mayor's Office and is responsible for providing a wide array of complex, diverse and confidential support services to the Mayor, in a highly sensitive, demanding, political and rapidly changing environment. The incumbent's work is characterized by involvement with broad City-wide issues and interactions with other elected officials, constituents, representatives of a wide variety of community, civic organizations, business groups, City management staff and others on complex and sensitive matters.

MINIMUM TRAINING & EXPERIENCE REQUIRED

Graduation from an accredited high school, and five (5) years of experience as a principal secretary for a senior manager or a director managing a variety of complex and confidential assignments which includes at least two (2) years in office management OR an equivalent combination of qualifying experience as described above.

SCOPE OF EXAMINATION: There will not be a written examination. Applicants will be ranked according to their education, training and experience. Applicants are advised to submit a fully completed application form and Supplement No. 13-29, listing all related degrees, training and work experience. Incomplete applications and/or supplements will be rejected.

FILING REQUIREMENTS: A completed City of Stamford Employment Application and Supplement No. 13-29 must be submitted or postmarked by **Friday, January 3, 2014**. Applications and Supplements can be obtained at the City of Stamford, Human Resources Division, 9th Floor, and 888 Washington Boulevard, Stamford, Connecticut or at www.cityofstamford.org.

Please note: Only properly completed and submitted applications and supplements will be considered. Applications of candidates who do not meet the stated position requirements will not be considered.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA). If you need an accommodation in the application or testing process, please contact the Human Resources Division.

Issued: 12/17/2013

EMPLOYEE BENEFITS:

- Health plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

Applications are obtained and submitted to:

DEPARTMENT OF HUMAN RESOURCES
City of Stamford
888 WASHINGTON BOULEVARD
STAMFORD, CT 06904
TELEPHONE (203)977-4070
www.cityofstamford.org

CHANGE OF ADDRESS

It is your responsibility to notify the Department of Human Resources of any change of Address on your application

SENIOR ADMINISTRATIVE ASSISTANT TO THE MAYOR
APPLICATION SUPPLEMENT #13-29P
FACTORED EXPERIENCE AND TRAINING EXAMINATION

NAME _____

SOCIAL SECURITY NUMER (Last six digits) 000 - - _____

For this examination, you will be filling out specific information about your education, training and experience. The information, which you give, will be used to determine out how well your background qualifies you for this position. You **MUST** fill out this supplement completely in order to be considered for this position. **THIS SUPPLEMENT IS AN EXAMINATION.**

Your training and experience will be scored according to how closely they relate to the various job components or factors of the position of *Senior Administrative Assistant to the Mayor*. Your score will be based only on what you include in this supplement. Incomplete or illegible applications/supplements will be rejected.

This supplement and a completed "Application for Examination or Employment" must be filed with the Human Resources Division by the last filing date noted in the job announcement no later than January 3, 2014. Information submitted after the last filing date will not be considered.

AN EOE/AA EMPLOYER

PART I. SUMMARY OF EDUCATION AND EXPERIENCE #13-29P

A. EDUCATION

1. Did you graduate from high school or achieve a high school equivalency (GED) certificate?

Yes_____ No_____

2. Degree: Do you possess any of the following degrees? (If "Yes", specify the major field of study for which the degree was conferred.)

Associate's Yes_____ (Major)_____ No_____

Bachelor's Yes_____ (Major)_____ No_____

3. Credits: If you did not obtain a college degree but did complete college course work list number of credits earned. _____

B. EXPERIENCE

1. Please state the length of your experience as a principal secretary.

Year(s)_____ Months(s)_____

2. Do you have at least two (2) years of experience in office management?

a) Yes_____ No_____

b) Length of above experience Year(s)_____ Month(s)_____

PART II. EXPERIENCE #13-29P

For Part II, please follow column headings completely of the level and scope of your responsibilities. You may make copies of this page if more than one page is necessary to describe your work experience. You may list the same job(s) in one or more sections, if applicable.

A. Describe your work experience as a principal secretary.

DATES & NO. HRS. / WEEK	IDENTIFY EMPLOYER AND TITLE OF SUPERVISOR	YOUR JOB TITLE & DUTIES

PART II. EXPERIENCE (cont'd) #13-29P

B. Describe your work experience in office management.

DATES & NO. HRS. / WEEK	IDENTIFY EMPLOYER AND TITLE OF SUPERVISOR	YOUR JOB TITLE & DUTIES

PART III. TRAINING #13-29P

SPECIALIZED TRAINING: List all specialized training (seminars, special courses, advanced training, etc.) that you have successfully completed within the past five years pertaining to office management.

SPECIALIZED TRAINING TITLE OF COURSE	SPONSORING ORGANIZATION	DATES ATTENDED & NO. OF HOURS

KNOWLEDGE, SKILLS AND ABILITIES

On the following pages are a variety of statements, which are related to this position. For each of those statements, circle the letter for the level described below which best reflects your experience, education or training as it relates to that item.

- A - I have applied this Knowledge, Skill or Ability in an actual setting while performing a job.

- B - I have education or training relevant to this Knowledge, Skill or Ability, but have not applied it in an actual job.

- C - I have little or no experience, education or training relevant to this Knowledge, Skill or Ability.

For each A or B answer, give evidence, in detail, in the space provided of how you acquired the Knowledge, Skill or Ability listed. Evidence may be stated in terms of education/training (list courses and schools) or in terms of experience (list your job duties that apply, name of employer, and dates of work).

KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

1. Knowledge of City organization, ordinances, rules, policies, procedures and operating practices.

Circle the Appropriate Letter

A B C

Employer/School: _____

Dates: _____

Give Details: _____

2. Knowledge of principles and practices of sound business communication; correct English usage, include spelling, grammar and punctuation.

Circle the Appropriate Letter

A B C

Employer/School: _____

Dates: _____

Give Examples: _____

KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

3. Knowledge of Microsoft Access, Excel, Explorer, Outlook, PowerPoint and other standard software.

Circle the Appropriate Letter

A B C

Employer/School: _____

Dates: _____

Give Examples: _____

4. Ability to create complex documents and materials requiring the interpretation and manipulation of data.

Circle the Appropriate Letter

A B C

Employer/School: _____

Dates: _____

Give Examples: _____

KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

5. Knowledge of the functions of public agencies, including the role of elected boards and appointed commissions.

Circle the Appropriate Letter

A B C

Employer/School:

Dates:

Give Examples:

6. Knowledge of the basic principles and practices of public administration, including budgeting, purchasing and maintenance of public records.

Circle the Appropriate Letter

A B C

Employer/School:

Dates:

Give Examples:

KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

7. Knowledge of the methods, practices and techniques for project management and event planning

Circle the Appropriate Letter

A B C

Employer/School:

Dates:

Give Examples:

8. Ability to Organize, set priorities, takes initiative and exercise sound independent judgment within areas of responsibility.

Circle the Appropriate Letter

A B C

Employer/School:

Dates:

Give Examples:

KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

9. Ability to analyze facts, exercise sound judgment, arrives at valid conclusions and makes recommendations.

Circle the Appropriate Letter

A B C

Employer/School:

Dates:

Give Examples:

10. Ability to interpret, apply, explain and reach sound independent decisions in accordance with regulations, policies and procedures.

Circle the Appropriate Letter

A B C

Employer/School:

Dates:

Give Examples:



APPLICATION FOR EXAMINATION OR EMPLOYMENT

The City of Stamford
Human Resources Division
888 Washington Boulevard
P.O. Box 10152
Stamford, CT 06904-2152
Tel. (203) 977-4070

AN EQUAL OPPORTUNITY EMPLOYER

Position applying for
Use Title on Job Announcement

Exam Number

DO NOT WRITE IN THIS SPACE	
<input type="checkbox"/> Q	Rev. by: _____
<input type="checkbox"/> NQ	_____
<input type="checkbox"/> Educ	_____
<input type="checkbox"/> Exp	_____
<input type="checkbox"/> Not City EE	_____
<input type="checkbox"/> Other	_____
_____	_____
_____	_____
_____	_____

PLEASE TYPE OR PRINT CLEARLY IN BLACK INK.
All blanks must be completed in order for application to be considered.

GENERAL INFORMATION

Name _____
(Last) (First) (Middle)

Address _____
(Street/Apt. #) (City) (State) (Zip Code)

Home Telephone _____ Work Telephone _____
(Area Code) (Area Code)

Cellular Telephone _____ E-mail Address _____
(Area Code)

Social Security Number _____ 000 _____ Best daytime contact: Home Work Cell
(Last six digits ONLY)

Do you claim 5 points preference based on active duty in the U. S. Armed Forces? Yes No
(Attach copy of DD214)

Do you claim 10 points veteran's disability preference? Yes No
(Attach DD214 and supporting documentation)

Have you ever worked for the City of Stamford before? Yes No
If yes, list by dates employed and job title(s): _____

Are you currently authorized to work in the United States? Yes No
Note: 1986 Immigration Reform & Control Act requires verification of identity and employment eligibility at the time of hire.

1. Have you ever been convicted of any offense other than juvenile, youthful offender, or a minor traffic violation? Yes No
If yes, you must complete Section B of the applicant disclosure form.

2. Have you ever been disqualified for a position with the City of Stamford due to a criminal conviction or failure to fully disclose a criminal conviction? Yes No
If yes, list job title and date of disqualification. _____

(Provide information regarding ACTUAL convictions only. Any arrest, charge, conviction and/or record which has been erased, dismissed, nulled or pardoned pursuant to the CGS § 31-51i, should NOT be disclosed. Disclosure of a criminal record will not necessarily disqualify you for employment. Each conviction will be evaluated on its own merits with respect to time, circumstances and seriousness, in relation to the job for which you are applying.)

RECORD OF EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL AND CITY/STATE	DATES ATTENDED	COURSE OF STUDY (Major/Minor)	GRADUATED (Yes/No)	DEGREE, DIPLOMA, G.E.D., AND CERTIFICATE OR CREDITS COMPLETED
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
COLLEGE OR UNIVERSITY					
COLLEGE OR UNIVERSITY					

Other Training/Certifications (special courses, work training programs, armed forces training) related to the job for which you are applying. Give name and location where training was given, dates attended, subject of training, number of hours weekly, and other details.

Summarize any other Special Skills or Abilities relating to the job you want, such as: licenses, machines you operate, languages which you speak, read and write well, computer skills, and any other special abilities or knowledges.

EMPLOYMENT HISTORY

List below **ALL** present and past employment. **BEGIN WITH YOUR MOST RECENT EMPLOYMENT AND WORK BACKWARDS CONSECUTIVELY.** Applicants may be required to furnish satisfactory proof of employment history claimed. Use additional pages if necessary. Resumes may be included with a **completed application.**

1. Name and Address of Employer _____	Employed From _____ # of hours _____ per week _____	To _____ Ending Salary _____
Supervisor Name, Title, Telephone _____		
Your Title _____		
Describe your duties: _____		
Reason for leaving _____		

EMPLOYMENT HISTORY (Continued)

2. Name and Address of Employer _____ Employed From _____ To _____
of hours _____
per week _____ Last Salary _____
Supervisor Name, Title, Telephone _____
Your Title _____
Describe your duties: _____

Reason for leaving _____

3. Name and Address of Employer _____ Employed From _____ To _____
of hours _____
per week _____ Ending Salary _____
Supervisor Name, Title, Telephone _____
Your Title _____
Describe your duties: _____

Reason for leaving _____

4. Name and Address of Employer _____ Employed From _____ To _____
of hours _____
per week _____ Ending Salary _____
Supervisor Name, Title, Telephone _____
Your Title _____
Describe your duties: _____

Reason for leaving _____

5. Name and Address of Employer _____ Employed From _____ To _____
of hours _____
per week _____ Ending Salary _____
Supervisor Name, Title, Telephone _____
Your Title _____
Describe your duties: _____

Reason for leaving _____

Do you have any objections to the Human Resources Division verifying your work experience and/or educational qualifications?

I hereby authorize the City of Stamford to verify my work experience and/or educational qualifications.

(A) Your former employer? Yes No

(B) Your present employer? Yes No

Applicant's Signature

If answer is "Yes" to either (A) or (B) explain under comments section

COMMENTS

MILITARY INFORMATION

Veteran of U.S. Armed Forces	Service Branch	Date Discharged	Type of Discharge	Final Rank
<input type="checkbox"/> Yes				
<input type="checkbox"/> No				

PRE-EMPLOYMENT STATEMENT (Read Carefully)

I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief. I understand that incomplete, false, inaccurate, or misleading information given in my application, interview(s) or during the course of my employment may result in the rejection of this application; withdrawal of a job offer; or discipline, up to and including termination of employment. Further, false information provided, whether willingly or accidental, may result in my immediate dismissal if employed, whenever the omission or falsehood is discovered.

I understand that this application is not a contract of employment nor is it a guarantee or indication of employment. I also understand that should I be granted an interview, the representations that may be made at the interview are not to be construed as creating any obligation, promise or contract on behalf of the City. Should I be employed by the City, in consideration of my employment, I agree to conform to the rules and policies of the City of Stamford, as they may from time to time be implemented or revised. Identification and verification of eligibility to work in the United States must be satisfied for employment.

I further understand that in consideration for employment, an investigative background report may be prepared at the request of the City of Stamford by an independent party, whereby information may be obtained from my employers (present or former), educational institutions, all branches of the U.S. Military service, and public records maintained by government agencies or others, including but not limited to criminal conviction reports, credit reports, etc. I authorize the City of Stamford and its designated representative(s) to perform this investigation, and further authorize present and former employers, references and other persons to provide information for the investigation. I also authorize the City of Stamford to receive criminal conviction records pertaining to me which may be in the files of any criminal justice agency.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I will be subject to a drug test and medical examination that I must pass before I commence work.

I have read, understood, and agree to the foregoing.

Applicant's Signature _____

Date _____



City of Stamford

Applicant Disclosure Form

Section A

1. CANDIDATE INFORMATION

It is the policy of the City of Stamford to recruit, hire, and promote qualified people in all job classifications regardless of age, race, sex, color, religion, national origin, marital status, veteran status or disability unless they are bona-fide occupational qualifications.

The following information is needed for compliance with governmental reporting requirements. While completion of this section is voluntary, we strongly urge that all applicants complete this as part of the pre-employment process. Applicants so choosing, may identify on the form that they have chosen not to provide the City of Stamford with the requested information by checking the appropriate box in section four. This information will not affect in any way your employment opportunities. This form will be removed from the application.

2. GENERAL INFORMATION

Your Name _____ Date _____

Social Security Number _____ 000 _____ (Last six digits ONLY)

3. STATISTICAL INFORMATION

Race/Ethnic Identification (Please check one)

American Indian or Alaska Native All persons having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American (Not of Hispanic or Latino origin) All persons having origins in any of the black racial groups of Africa.

Hispanic or Latino All persons of Cuban, Mexican, Puerto Rican, Central or South America, or other Spanish culture or origin, regardless of race.

Native Hawaiian or Other Pacific Islander All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands.

White (Not of Hispanic or Latino origin) All persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Other Please specify _____

Job Classification

Please write the title of the position for which you are applying in the box above, using the title on Job Announcement.

Gender

Female

Male

4. NON-PARTICIPATION

I have read the above statement and have chosen not to complete this form. Please check box if applicable

5. RECRUITING INFORMATION

How did you hear about this job? (Please check one)

Stamford Advocate Human Resources Division Bulletin Board

Other newspaper. Please give name: _____ Community Agency Please give name: _____

City Website Professional journal Please give name: _____

Internet Please give site: _____ Other. Please specify: _____

City Employee



City of Stamford

Applicant Disclosure Form

Section B

NOTE:
THIS INFORMATION WILL BE REVIEWED ONLY BY
MEMBERS OF THE HUMAN RESOURCES DIVISION AND
HIRING MANAGERS.

CRIMINAL CONVICTION INFORMATION

Applicants are required to disclose the existence of *any* criminal conviction, regardless of the nature, date or location thereof, with the exception of minor traffic violations or an arrest, criminal charge, or conviction that has been erased. The types of records subject to erasure under Connecticut law are as follows: (a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or "nolled"; (d) a criminal charge for which the person was found not guilty; and (e) a conviction for which the person received an absolute pardon.

The information provided below is subject to the terms of the "Pre-Employment Statement" on Page 4 of this application. A criminal conviction will not necessarily result in the rejection of this application, but will be considered as it relates to the nature of the position sought, and in light of any applicable state and federal law.

Name (Print)

Title of Position Sought

Applicant's Signature

Date

DATE OF CONVICTION	OFFENSE	DATE OF ARREST	PLACE OF ARREST (City/State)	SENTENCE