



THE TOWN OF AVON ANNOUNCES THE RECRUITMENT  
FOR THE POSITION OF:

## ***SOCIAL SERVICES ASSISTANT***

<b>Department:</b>	<b>Social Services and Finance</b>
<b>Reports to:</b>	<b>Director of Social Services and Director of Finance</b>
<b>Status:</b>	<b>Part Time: 15 hours/week</b>
<b>Hourly Wage:</b>	<b>\$21.8165-24.0812</b>
<b>Date Posted:</b>	<b>August 21, 2020</b>
<b>Closing Date:</b>	<b>September 8, 2020 at 4:00 p.m.</b>

### **To Apply For This Position:**

An Employment Application is available on the Job Opportunities page of the Town website  
[www.avonct.gov](http://www.avonct.gov).

Completed Employment Applications must be received by Human Resources no later than 4:00 p.m. on the closing date indicated above. Applications may be dropped off at the Human Resources Department, sent by mail: 60 West Main Street, Building #5, Avon, CT 06001, or emailed to [HR@avonct.gov](mailto:HR@avonct.gov).

Successful candidate must pass a written exam and/or interview, drug testing, and background check prior to employment.

**Summary:** Performs secretarial and clerical administrative work of a responsible nature; assists in office organization and coordination of Department of Social Services and Youth Services Bureau programs and activities; verbal and written correspondences with town employees, clients and the general public; maintenance of paper and electronic files. Adheres to strict confidentiality standards.

**Qualifications:** The skills and knowledge required would generally be acquired with an Associate's degree and one year of secretarial or office administrative work; or a high school education with three years of increasingly responsible secretarial or office administrative work, or comparable experience in a business or office setting.

**Knowledge, Skills and Abilities:** Ability to solve practical problems and work independently. Must have strong skills, experience and capabilities using the Microsoft Office suite. Ability to compose clear correspondence. Ability to anticipate administrative requirements and to initiate and perform detailed work with minimal supervision. Ability to keep accurate records. Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagrammatic and schedule form. Must have the ability to maintain complex files and records systems, and to respect confidentiality of the files. Must be highly organized and have the ability to efficiently schedule and coordinate meetings and events, and to process paperwork accurately and efficiently. Must have the ability to establish effective working relationships with other employees and the public.

See accompanying job description for additional information.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application process, please contact the Human Resources Department. EOE/AA