

TOWN OF TRUMBULL
CIVIL SERVICE BOARD
ANNOUNCES AN EXAMINATION FOR
ACCOUNTING ASSISTANT/POLICE DEPARTMENT

SALARY: \$26.18, effective July 1, 2015
HOURS: 35 per wk.
CLOSING DATE: June 24, 2015

Applications must be postmarked or on file with the HR/Civil Service, Trumbull, Connecticut, 06611 on or before Wednesday, June 24, 2015.

GENERAL INFORMATION ON THIS EXAMINATION

PARTS

WEIGHTS

Online Office Proficiency Assessment Test 100%*

* Candidates will undergo testing on the following basis:

Candidates must pass an initial keyboarding test at 35 wpm with 95% accuracy. ** Those passing candidates will take additional “core components” testing including but not limited to Basic Word, Basic Excel and other clerical/computer applications. Those eligible candidates from the core testing will be given additional tests depending upon of the position opening.

Each candidate must have had the required experience and training to be eligible for this position which includes 5 years’ of fiscal management accounting experience in an office setting with public contact.

Each candidate must attain the passing grade on each phase in order to be eligible for continued competition. This examination will be conducted for the Town of Trumbull by the Trumbull Civil Service Board within the authority of Section 7-413 of the 1959 revision of the State of CT. Please notify the Civil Service office in advance of the examination of any disability which may require special accommodation. Anyone claiming Veterans’ Preference must bring original DD 214 document.

Applicants must be citizens of the United States or must present proper authorization to work in the United States by the closing date.

** A practice keyboarding test is available for home use at <http://www.opac.com/opac-demo-for-home/>

See next page

IMPORTANT INSTRUCTIONS FOR APPLYING:

Applications will be available online only.

Please go to www.trumbull-ct.gov and print the application and mail the completed application to:

Town of Trumbull
HR/Civil Service
5866 Main Street
Trumbull, CT 06611

Applications will **NOT** be available at the HR/Civil Service office. You must download and print the application. The application must be mailed to the address above, or faxed to 203/452-3856; or emailed to mmeier@trumbull-ct.gov.

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