

TOWN OF TRUMBULL  
CIVIL SERVICE BOARD  
ANNOUNCES AN EXAMINATION FOR  
**ADMINISTRATIVE ASSISTANT-PLANNING & ZONING DEPARTMENT**

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SALARY: \$22.74  
HOURS: 35

CLOSING DATE: Postmarked by Wednesday, November 13, 2013

**Minimum Qualifications Required:**

In order to be considered for this examination, you must indicate on your application that you have the following experience and training.

- Graduation from high school or GED required, college degree desirable
- Three (3) years of experience in office work including public contact

**General Information on this Examination**

<b><u>Parts</u></b>	<b><u>Weights</u></b>
Written	80%***
Experience & Training	<u>20 points</u>
	100%

\*\*\*As part of the final certification, the top percentile of candidates must pass a practical test to demonstrate proficiency in both Microsoft Word and Excel.

Each candidate must have had the required experience and training to be eligible for this examination. Before final certification, each applicant must successfully pass a physical examination attesting to physical ability to perform the duties involved.

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. All applicants are investigated for police records, and motor vehicle if driving is necessary for the position.

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

APPLICATIONS: Applications may be obtained online at [www.trumbull-ct.gov](http://www.trumbull-ct.gov) or from the Civil Service Office, Trumbull Town Hall, between 9 A.M. and 5 P.M, Monday through Friday. Applications must be postmarked or on file with the HR/Civil Service Board, Town Hall, Trumbull, Connecticut, 06611 by Wednesday, November 13, 2013.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**