

DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITY
ADMINISTRATIVE ASSISTANT
HUMAN RESOURCES DIVISION

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees
Location: 60 State Street, Wethersfield, CT
Job Posting No: 7830
Hours: 40 hours per week, Full time, Monday – Friday
Salary: CL 19 - \$50,838 - \$65,788 Annual
Closing Date: Applications must be received by April 25, 2014

Eligibility Requirement: Candidates must have applied for and passed the Administrative Assistant exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for transfer.

Preferred Skills: Ability to prioritize, monitor and manage a wide range of office activities. Strong organizational and time management skills. Excellent written and verbal communication skills. Outstanding interpersonal and leadership skills. Strong work ethic with demonstrated ability to work in a fast paced, high volume environment. Ability to deal with and deescalate conflict situations. Highly skilled with modern technology, including a strong knowledge of statewide systems. Understanding of diversity and Affirmative Action. Ability to coordinate events and/or initiatives. Human Resources, payroll, or employee benefits related experience preferred. Confidentiality is a must.

Knowledge, Skills and Abilities: Considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; ability to operate office equipment which includes personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to manager).

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested candidates who meet the above requirements should submit a cover letter, a resume, last two service ratings and a State Application Form CT-HR-12 indicating Administrative Assistant in the Position Title block. Remember to sign and date the CTHR-12 (typed signature acceptable). Application can be downloaded from the Internet at: <http://das.ct.gov/employment>. Send application for employment to:

DEPARTMENT OF MOTOR VEHICLES
HUMAN RESOURCES, ROOM 235
60 STATE STREET
WETHERSFIELD, CT 06161

Please note: Due to the large number of expected applicants we cannot confirm receipt of application materials. Incomplete or late application packages will not be considered.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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