

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
CAPITOL REGION MENTAL HEALTH CENTER
JOB OPPORTUNITY
ADMINISTRATIVE ASSISTANT**

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

Open To: The Public
Location: Assertive Community Treatment (ACT) Program, 500 Vine Street, Hartford, CT
Job Posting No: CR-106953
Hours: 1ST Shift; Monday – Friday; 8:00 am - 4:30 pm ~ 40 hours per week
Salary Range: (CL 19) \$50,838.00 to \$65,788.00 Annually
Posting Time Frame: January 24, 2014 to January 30, 2014

Duties may include but not limited to: Responsible for the full range of secretarial functions and administrative activities of the Assertive Community Treatment (ACT) Program and the Forensic Services Division. The ACT Program is a mobile, multi-disciplinary team which provides a higher level of care to adults with serious mental illness and co-occurring substance use disorders who are in need of intensive community supports. The Forensic Services Division provides behavioral health services, including consultation, screening, evaluations, linking and treatment to adults with serious mental illness and co-occurring substance use disorders who are involved with the criminal justice system. Both Divisions have multidisciplinary teams of approximately 25 mental health professionals and paraprofessional staff. The Administrative Assistant acts as the secretary and assistant to the Division Manager independently performing the full range of complex office administrative/secretarial functions for the programs assigned. Duties include: using electronic equipment to type, format a full range of correspondence, reports, bills, meeting minutes, agendas, etc. ;design, organize and ensure proper maintenance of office files and reference materials; write required statistical or narrative reports, compose letters, memos, etc. for own, manager's or program directors signatures; review and screen all incoming correspondence, memos, reports and other materials to determine action required; arrange and coordinate meetings, including arranging space, equipment, materials, etc.; within the limits of authority prescribed, manage purchasing for the programs, assist with the required documentation and authorization of the client support funds; keep manager apprised of pending deadlines, special projects, workflow; schedule/maintain calendar of meetings; prepare and maintain all administrative office manuals; observe all confidentiality and client rights regulations; perform other duties and special projects as required.

General Experience: Four (4) years' experience above the routine clerk level in office support or secretarial work.

Special Experience: One (1) year of the General Experience must have been as a Secretary 2 or its equivalent.

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 for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

E-Mail: crmhcrecruitment@ct.gov OR Fax: (860) 297-0931

Ramona Sablón, Human Resources Specialist
Capitol Region Mental Health Center – Human Resources Division
500 Vine Street, Hartford, CT 06116

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. (NP-3)