

JOB OPPORTUNITY

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES (DMHAS)
WESTERN CONNECTICUT MENTAL HEALTH NETWORK (WCMHN)

SECRETARY 1 – WC107320

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

Open To: Candidates on a current examination list.
Location: ACT - Assertive Community Treatment Program / Waterbury Area Office
Job Posting No: WC107320
Hours: Monday-Friday – 8:00 a.m. to 4:30 p.m. – 40 Hours/Week
Salary Range: \$40,233 to \$52,793
Posting Date: February 25, 2014 **Closing Date:** March 03, 2014

Eligibility Requirements:

1. Candidates must have **applied for and passed the Secretary 1 exam** and **be on the current certification list** promulgated by the Department of Administrative Services for this classification.
2. State employees currently holding the above title or State employees who have previously attained permanent status may apply for lateral transfer.
3. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

DUTIES: Primary clerical support for the newly established ACT team. Responsible for organizing and supporting a full range of office activities for the ACT team. Prepares weekly statistical reports for program; assists supervisor in collecting reports to meet fidelity standards. Collects, prepares and tracks ACT data to be disseminated as needed to funders. Schedules psychiatric appointments, manages and organizes money management program for ACT clients, prepares legal documents, takes and transcribes minutes of meetings, request medical records from outside agencies. Responsible for data entry and performs telecommunication functions as needed. Must be organized and must possess excellent computer skills to complete documentation and data entry in a timely manner. Demonstrates an understanding of cultural diversity and fosters cultural sensitivity to client's needs. Report incidents as delineated by WCMHN policy. Must observe all confidentiality and clients rights regulations. Perform other duties as required.

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

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12). The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas - Employment Opportunities

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates=Secretary 1** - must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotion/demotion candidates** must submit pages 1-7 of the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All Other Candidates:** Individuals must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application. The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

Email: Julie.Roy@ct.gov

OR

Fax: (203) 805-6432

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)**