

DEPARTMENT OF DEVELOPMENTAL SERVICES  
CENTRAL OFFICE  
JOB OPPORTUNITY  
**ADMINISTRATIVE ASSISTANT**

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

**Open To:** Candidates on current exam list or Lateral Transfers  
**Location:** 460 Capitol Ave., Hartford  
**Job Posting No:** 15330  
**Hours:** 40 hours/week - Mon-Fri 8:00am-4:30pm  
**Salary:** \$49,357 – \$63,871 (CL-19)  
**Closing Date:** May 21, 2012

**Eligibility Requirement:**

Candidates must have 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.**

**Examples of Duties:**

The position supports the Developmental Services Division Director and Program Manager for Aging and Case Management within the Division of Autism, Aging, and Employment.

Key Duties include:

- Researching and analyzing information to include in reports, and policies and procedures.
- Provide the public information on Autism services and resolve most inquiries directly or through working with Autism division staff.
- Independently or with minimal direction troubleshoots a variety of issues on behalf of the Developmental Services Division Director
- Takes and transcribes minutes for both internal and external meetings
- Develops procedures and processes for creating and maintaining information for the autism division.
- Drafts correspondence for the Developmental Services Division Director.
- Produces informational presentations based on existing Autism Division information sources.
- Performs related duties 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.

**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 fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam) including the job Posting Number. Current State employees must also provide a copy of his/her last two performance appraisals. All application materials must be received by 11:59 p.m. on the closing date indicated above.

**Send Applications To:**

**Department of Developmental Services — Central Office**  
**460 Capitol Avenue**  
**Hartford, CT 06106**  
**Attn: Ms. Daimar Ramos**  
**Email: [Daimar.Ramos@ct.gov](mailto:Daimar.Ramos@ct.gov) Phone: 860-418-6121 Fax: 860-418-6004**

**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.