

DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY
EXECUTIVE SECRETARY (UNCLASSIFIED)

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Location: 460 Capitol Ave., Hartford
Job Posting No: 15352
Hours: 40 hours/week – Monday - Friday
Salary: \$54,608 – \$74,650 (SE-01)
Closing Date: December 30, 2013

Examples of Duties:

Acts as personal secretary and provides office management to the Commissioner of the Department of Developmental Services as authorized by Section 5-198(11) of the Connecticut General Statutes. Acts as confidential secretary to the Commissioner; relieves the Commissioner of administrative details through interaction with the public and routine contacts with other state executives; compiles and coordinates data for action by the Commissioner; takes and transcribes confidential correspondence from the Commissioner or at meetings and/or hearings; types a wide variety of correspondence, notes, memorandums, drafts, transcripts, charts and forms following proper format; prepares letters or reports and advises the Commissioner of appropriate action taken on routine matters; schedules appointments and arranges meetings; maintains and checks records and files; performs special assignments, studies and routine administrative functions as specifically directed; screens incoming correspondence, refers to appropriate staff and follows up to insure timely response; may supervise clerical staff assigning work and following up to insure completion; may transmit to or request information from agency staff for agency head; performs related duties as required.

Performs a full range of secretarial functions and administrative activities which require an advanced level of accountability, problem solving, and interpersonal contacts including:

1. Plans, organizes and coordinates the full range of office support activities such as:
 - arranges large meetings or conferences involving complex coordination of resources and schedules
 - composes non-routine correspondence
 - represents the Commissioner by explaining and interpreting departmental statutes and regulations, procedures and program services to a broad range of customers
 - schedules and sets up equipment for video conferences
2. Supervises clerical staff within or outside of immediate office.
3. Makes administrative decisions.

The Executive Secretary must possess the following Skills:

- Proficiency in the use of word processors, personal computers and other automated equipment.
- High level of interpersonal skills.
- Office management experience.
- Ability to function independently in an office environment.
- Skill in reviewing processes and/or procedures and recommending and implementing changes when needed.

Appointment: Incumbents in this class shall be appointed in accordance with Section 5-198 (k) of the Connecticut General Statutes. Compensation shall be commensurate with skill level and assigned responsibilities. Appointment rate requires approval by the Department of Administrative Services.

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

Application Procedure:

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. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send application materials to:

Department of Developmental Services — Central Office
460 Capitol Avenue
Hartford, CT 06106
Attn: Ms. Daimar Ramos
Email: 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.