



**JOB OPPORTUNITY**  
**State of Connecticut**  
**Office of the Attorney General**  
**SECRETARY 2**  
**Two Positions for Hartford Location**  
**(May be underfilled as a Secretary 1)**

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

**Open To:** Candidates on current exam list or lateral transfer

**Location:** Office of the Attorney General, 55 Elm Street, Hartford, CT 06106

**Job Posting Number:** 4647/4732

**Hours:** 40/week; 8:00 a.m. – 5:00 p.m.

**Salary:** *Secretary 2*: Minimum \$46,721 annually  
*Secretary 1*: Minimum \$42,684 annually

**Closing Date:** July 6<sup>th</sup>, 2014

**The Office of the Attorney General is currently recruiting for two full-time, permanent *Secretary 2* positions that may be underfilled at the level of *Secretary 1*. Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, and merit employment rules, if applicable.**

**Eligibility Requirement:** Candidates must have passed either the *Secretary 1* or *Secretary 2* exam and be on the current certification list promulgated by the Department of Administrative Services for one of these classifications. State employees currently holding the title of Secretary 1 or Secretary 2 or those who have previously attained permanent status in either class may apply for lateral transfer. Applicants will not have the opportunity to take an examination prior to the closing-date for either of these classes in order to qualify for this particular vacancy.

**Description of Duties:** The incumbent will be responsible for performing a full range of secretarial duties which include providing general information in response to telephone inquiries; greeting and directing visitors; providing advice to callers regarding policy and procedure; composing complex letters and/or memoranda for own or supervisor's signature; formatting and typing a full range of correspondence, reports, legal documents, etc. on a personal computer; proofreading for content and accuracy; designing, organizing, and maintaining files, including confidential files; maintaining, updating, and reviewing reference materials; compiling information from standard sources and preparing narrative and/or statistical reports, exercising judgment in the selection of material to include; reviewing, routing, and prioritizing mail; arranging and coordinating meetings; researching, assembling, and coordinating meeting materials; writing minutes at meetings; preparing expense accounts; making travel arrangements; maintaining inventory of supplies and equipment; ordering supplies when necessary; processing and maintaining paperwork for purchasing; assisting in the preparation and monitoring of the office budget; maintaining time and attendance records; designing and initiating new forms and procedures to facilitate workflow; and performing related duties as required.

**Knowledge, Skills and Abilities:** Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation, and spelling; knowledge of business communications; knowledge of department's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to take notes (shorthand, speedwriting, or other method acceptable to supervisor).

**General Experience:** For the level of *Secretary 2*, three (3) years of experience above the routine clerk level in office support or secretarial work is required. For the level of *Secretary 1*, the requirement is two (2) years of experience at this same level.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a resume, a CT-HR-12 Application for Employment, and three letters of reference. Current State employees must also provide a copy of the last two performance appraisals. Please include the Job Posting Number above, and send all required information postmarked no later than the closing date to:

*Susan L. Cavanaugh, Manager of Human Resources  
Office of the Attorney General  
55 Elm Street – 7<sup>th</sup> Floor  
Hartford, CT 06106*

**The Office of the Attorney General is an Affirmative Action/Equal Opportunity employer and strongly encourages the applications of women, minorities, and persons with disabilities**