



DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY
ADMINISTRATIVE ASSISTANT (CONFIDENTIAL)
HUMAN RESOURCES DIVISION

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

Open To: Candidates on current exam list and lateral transfers

Location: 460 Capitol Ave., Hartford

Job Posting No: 20118

Hours: 40 hours/week – Monday-Friday (1st shift)

Salary: \$50,838–\$67,104 (CA-19) *employees new to state service typically start at bottom of range

Closing Date: June 2, 2014

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 classifications. State employees currently holding the 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:

Duties consistent with the Administrative Assistant job classification. Provides high level administrative and clerical support to Human Resources Administrator and Assistant Human Resources Administrator including labor relations activities, disciplinary actions, grievances, etc. Will manage the DDS Abuse & Neglect Registry - maintaining database, scheduling hearings, etc. Organizes and maintains files; Arranges and coordinates meetings (including space and equipment); researches, assembles and coordinates meeting materials; Answers phones and screens incoming calls; Composes complex letters; Researches and assembles information from a variety of sources and prepares statistical and/or narrative reports; Prepares purchase requisitions and orders supplies; Opens and distributes mail; 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.

Preferred Skills & Experience:

- Advanced computer skills in Microsoft Word, Microsoft Excel, and Access
- Experience creating mail merges, charts, tables, spreadsheets, and linking databases
- Strong organizational skills
- Strong problem solving skills
- Strong interpersonal communications skills
- Experience using CORE-CT
- Experience supporting Human Resources and Labor Relations staff

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

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants:

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.

Incomplete application materials will not be considered.

Send application materials to:

Department of Developmental Services — Central Office

460 Capitol Avenue

Hartford, CT 06106

Attn: Ms. Daimar Ramos

Email: DDS.CO.Recruiting@ct.gov Phone: 860-418-6121 Fax: 860-920-3045

Application materials can be mailed, faxed, or emailed.

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.