

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

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

Open To: State Employees
Location: 460 Capitol Avenue, Hartford
Position #: 20118
Hours: 40 hours/week – Monday-Friday 8:30am-5:00pm
Salary: \$49,357. (CA19-Step1)
Closing Date: December 19, 2011

Eligibility Requirement:

Candidates must have applied for and 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:

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.

Knowledge, Skills and Abilities:

Considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; ability to operate office equipment which includes personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to manager).

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 Experience:

Advanced computer skills in Microsoft Word and Microsoft Excel. Experience creating mail merges, charts, tables, spreadsheets, and linking databases is desired. Strong organizational, problem solving, and interpersonal communication skills. Knowledge of CORE-CT.

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 cover letter and a fully completed Application for Employment (CT-HR-12) located at www.das.state.ct.us/exam including the Position #. 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 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.