

State of Connecticut
JOB POSTING

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
SECRETARY 2

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

Open To: candidates on a current examination list and lateral transfers

Location: Police Officers Standards and Training (POST), Meriden

Job Posting No: 7496

Salary: \$45,360 - \$ 59,316 (New hires to state employment start at the minimum salary range)

Closing Date: Monday, July 13, 2015
(Incomplete or late application packages will not be considered)

Eligibility Requirement: Candidates must have applied for and passed the SECRETARY 2 exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the SECRETARY 2 or those who have previously attained permanent status in this class may apply for a lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Duties include but not limited to: Independently provides secretarial support and maintains the office for the Basic Training Division; type lesson plans and exams forms; type division correspondence as it relates to graduation paperwork, teaching assignments dates, etc; coordinate schedules for classes and meetings, assignments with adjunct instructors; troubleshoot, organize and proofread and files projects; maintain appointments, recruits residential records and graduation paperwork; input, update and maintain computerized files on recruit injury & illness; create; assemble, update, mail introduction forms and instruction packages; answer phone inquiries regarding the division's policy and procedures; research miscellaneous information for the Directors and Instructors throughout each session; update and mail Cooper Test information and forms; and performs all related duties as required.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion rules.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, resume, [CT-HR/12](#) (State Application) & [CT-HR/13](#) (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by **Monday, July 13, 2015, close of business** to:

The Department of Emergency Services and Public Protection
1111 Country Club Road, Middletown, CT 06457
Attn: Denise Shelton, Human Resources Associate
or
Fax: (860) 685 – 8356

Please note that due to the large volume of applications received, we are unable confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a fingerprint supported state and federal criminal history records check along with reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

The State of Connecticut is an Affirmative Action/ Equal Employment Opportunity Employer