

INSURANCE DEPARTMENT
JOB OPPORTUNITY

EXECUTIVE SECRETARY

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

Open To: The Public
Location: 153 Market Street, Hartford, CT
Job Posting No: 111590
Hours: Full-time – 40 hours per week
Salary: (SE) \$56,247 - \$76,890
Closing Date: June 8, 2015

The Connecticut Insurance Department is seeking an Executive Secretary for the Deputy Insurance Commissioner located in the Executive Office.

Knowledge, Skills and Abilities:

Considerable knowledge of office administration and management; considerable knowledge of office support functions, procedures, programs and regulations of relevant organizational unit; considerable knowledge of grammar, spelling and punctuation; considerable interpersonal skills; ability to interact effectively with supervisors, co-workers and general public; ability to work independently on administrative tasks and make decisions within framework of departmental policies; ability to follow complex instructions; ability to take accurate and complex dictation; supervisory ability.

Duties:

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

- 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 Deputy Commissioner by explaining and interpreting departmental statutes and regulations, procedures and services to a broad spectrum of stakeholders
- Makes administrative decisions

The preferred candidate should be proficient in the use of word processors, personal computers and/or other automated equipment; have a high level of interpersonal skills; office management experience; ability to function independently in an office environment; the skill needed in reviewing processes and/or procedures and recommending and implementing changes when needed; be sensitive to confidential matters and/or materials.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and a fully completed Application for Employment (Form CT-HR-12) which is available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf.) State Employees to submit copies of their last two (2) service ratings.

Please send completed application package to:

**Carmen Rivera, Human Resources Assistant
P.O. Box 816
Hartford, CT 06142-0816**

*Application may be dropped off at 153 Market Street, 7th floor by 4:30 p.m.

Incomplete application packages and those received after the closing date noted above will not be considered.

Due to the large volume of applications expected to be received, we are unable to confirm receipt of applications.

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.