

OFFICE OF THE CHILD ADVOCATE
Office of Governmental Accountability
JOB OPPORTUNITY

SECRETARY 1 (part-time), JOB CLASS 6976 PCN 111346

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

Open To: Candidates on the current exam list for Secretary 1 and current State employees eligible for a lateral transfer or who have attained permanent status in the job title Secretary 1.

Location: 999 Asylum Avenue, Hartford, CT Refer to www.ct.gov/oqa for a description of the Office

Hours: 19 hours per week, weekdays/day shift (part-time, ineligible for insurance benefits)

Salary: CL-14, \$20.45/hr-\$26.83/hr (new hires to State service start at the minimum)

Closing Date: October 30, 2015 - must be received no later than 5 pm

Eligibility Requirement:

Candidates must be on the current certification list promulgated by the Department of Administrative Services (DAS) for the classification of Secretary 1. Applicants will not have the opportunity to take the exam prior to the closing date. State employees currently holding the title Secretary 1 or those who have previously attained permanent status as a Secretary 1 may apply for a transfer.

Minimum Qualifications Required Knowledge, Skill and Ability:

Refer to DAS Class Specification for class code 6976 Secretary 1.

Preferred experience and abilities:

Clerical experience in a public or private agency or organization providing services to children and families is preferred. Ability to maintain the confidentiality of an individual's personal, private information is essential.

Example of Duties:

- Functioning as the receptionist, answers telephone calls and emails, and directs visitors to the appropriate staff;
- Schedules meetings, arranges meeting locations and communicates with participants;
- Receives and distributes mail and other deliveries to appropriate recipients;
- Prepares mass-mailings from the Office of the Child Advocate;
- Files business documents according to established procedures, maintains a file of records for proper storage, and retrieves documents and files as necessary;
- Maintains an inventory of office supplies, and takes appropriate action to replenish stock items;
- Photocopies and collates documents for the professional staff in the office;
- Uses publishing software to produce the Office of the Child Advocate's newsletter.
- Performs other clerical duties as assigned.

Application Instructions:

Qualified candidates must submit a cover letter, describing your suitability for the position, and the required CT-HR-12 State Employees Application, available online at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf to:

OFFICE OF GOVERNMENTAL ACCOUNTABILITY--Human Resources Department
18-20 Trinity St. 5th Floor
Hartford, CT 06106

Preferred method of submission: by secure Fax to 860-622-4927 OR attached to e-mail sent to OGA.HR@ct.gov
Refer to PCN 111346

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

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.