

**DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY
Administrative Assistant
Business Services**

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

Open To: Open to State Employees on current exam list or lateral transfer

Location: 165 Capitol Avenue, Hartford, CT

Job Posting No: 3742

Hours: Full Time/40 hours per week

Salary: \$53,935 - \$69,795

Closing Date: October 28, 2015

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 are eligible for consideration. **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: This position will report directly to the Chief of Fiscal and Administrative Services and will be responsible for administrative activities which will require an advanced level of accountability, problem solving, and interpersonal contacts; responsible for full range of correspondence, including proofreading, editing using knowledge of grammar, punctuation and spelling, maintaining calendars and scheduling meetings for the Director as well as other managers within the Business Services Office. This position would also be responsible for organizing and maintaining files, maintaining, updating and reviewing reference materials and manuals; composing complex correspondence for manager and/or director's signature; researching, analyzing, and assembling information to prepare spreadsheets and narrative reports, trouble shooting problems for Director and making decisions in Director's absence, acting as liaison between director and other departments and agencies; reviewing and analyzing memos sent to director and responding when possible, writing minutes of meetings, preparing requisitions for supplies, answering telephones, taking messages and responding to requests for the director when possible, be involved with streamlining processes and procedures and recommending changes; provide full support of office activities.

Preferred Skills & Experience:

- Accuracy and attention to detail
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, etc)
- Experience with CORE-CT
- Demonstrated organizational skills; the ability to prioritize.
- Proficient in drafting business communications such as composing and editing letters and reports.
- Demonstrated customer service skills
- Experience in a fast-paced environment with demonstrated interpersonal, written and oral communication skills;
- Knowledge of accounts payable, receivable, purchasing and accounting and budgeting

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

Application Instructions: In addition to meeting the above requirements, candidates must submit the following information in order to be considered for this position: cover letter, resume, application for employment (CT-HR-12), two most recent service ratings:

**DEPARTMENT OF ADMINISTRATIVE SERVICES
S.M.A.R.T/HUMAN RESOURCES
165 CAPITOL AVENUE, 5TH Floor East
HARTFORD, CT 06106
ATTN: Brenda Abele
OR
FAX to: 860-622-2640 (Preferred Method)
OR
EMAIL to: Brenda.Abele@ct.gov**

**INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER 10/28/15 WILL NOT BE CONSIDERED.
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.