

**DEPARTMENT OF TRANSPORTATION  
ADMINISTRATIVE ASSISTANT  
Bureau of Engineering and Construction  
District IV, Thomaston**

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

**Open To:** Candidates on Exam List  
**Job Posting No:** 31370  
**Hours:** 40 hours per week  
**Salary:** CA -19: annual \$49,357.00 to \$63,871.00  
**Closing Date:** January 28, 2013

There is a confidential position that will serve as the Administrative Assistant in the Office of Construction's District 4 Office in Thomaston.

**Eligibility Requirement:** Candidates must have applied for and passed the Administrative Assistant examination 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.

The selected candidate will perform the full range of administrative and secretarial support functions. Duties include typing, researching and assembling information; developing spreadsheets; preparing reports and complex letters/memoranda; responding to constituent requests; editing correspondence prepared by others, acting for the District Engineer within defined limits of authority and assisting with activities related to day-to-day office operations; making travel arrangements; preparing travel authorizations and reviewing travel documents prepared by others; arranging and coordinating meetings; assisting in budget development and submission; and screening and directing inquiries and correspondence for appropriate response and/or action. The nature and duties of this position require the incumbent to maintain a high level of confidentiality and dependability. This position also requires an advanced level of accountability, problem resolution and interpersonal contact with a wide range of individuals at various levels inside and outside the Department.

**Knowledge, Skills, and Abilities:** Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow, ability to operate any standard office equipment which includes personal computers and other electronic equipment; and ability to take notes.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered.

**Application Instructions:** Submit a cover letter which states your interest and suitability for the position (whether you are on a current Administrative Assistant exam list or hold the title), Also include an application (State of CT form CT-HR-12) and resume by January 28, 2013 to:

**Department of Transportation  
Ms. Kimberly Breton  
Bureau of Engineering and Construction, Office of Construction  
2800 Berlin Turnpike, P.O. Box 317546, Newington, CT 06111**

**State employees must include their last two service ratings**

Interviews will be limited to candidates whose experience and training most closely meet the requirements of this position. Applicants may refer to the DAS website at <http://das.ct.gov/HR/JosspecNew/JobSearch.asp> to view the job specification.

***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.