

JOB POSTING
Capitol Region Mental Health Center

ADMINISTRATIVE ASSISTANT – CR 101013

PLEASE NOTE: the location, fax number and e-mail information to send responses to postings has changed. Responses to postings must be sent to the facility where the vacancy exists; therefore, it is important to follow the specific application instructions at the bottom of this posting.

Open to: **Candidates on a current examination list.**

Location: 500 Vine Street, Hartford, CT 06112

Program/Unit: Administration

Shift/Schedule/Hours: 1st / Monday through Friday; 8:00 a.m. to 4:30 p.m.

Salary: \$49,357.00

Posting Date: March 12, 2012 **Closing Date:** March 18, 2012

Eligibility Requirement: **This is a competitive classification. State employees currently holding the above title or those who have previously attained permanent status or candidates who have applied for and passed the Administrative Assistant examination, and therefore; on the current certification list promulgated by the Department of Administrative Services for this classification may apply.**

Duties may include but not limited to: Act as personal secretary and assistant to the facility CEO; address and respond to questions from CRMHC staff, providers and clients; Type and format letters, reports and confidential documents utilizing various computer programs; Independently compose correspondence for the C.E.O.; keep CEO apprised of pending deadlines, special projects, workflow, production problems and solutions implemented to resolve them; prepare agendas and take minutes at executive level meetings; assist Chair of Committees with special projects related to Committee work as well as Executive level ad hoc committees; schedule/maintain calendar of meetings; prepare and maintain all administrative office manuals; review and screen all incoming correspondence for the Chief Executive Officer and respond accordingly; ensure proper maintenance of office files for Chief Executive Officer; follow-up on projects forwarded to leadership staff and ensure proper responses in a timely fashion as assigned by the Chief Executive Officer; maintain a system of the Governor's Office and DMHAS Commissioner's Office requests; draft/develop policies and procedures system of review and approval; coordinate and schedule CRMHC staff functions; maintain CRMHC Joint Commission related plans; prepare and transcribe minutes and agenda for monthly Labor/Management meeting; maintain performance management processes and documents, including Managerial PARS; observe all confidentiality and client rights regulations; perform other duties and special projects as required.

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (example: Mental Health Assistant 1 applying to a Mental Health Assistant 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

Ramona Sablón, HR Associate, 860-297-0924

PLEASE SEND APPLICATIONS TO:

**1) Postal Mail: Capitol Region Mental Health Center
500 Vine Street, Hartford, CT 06112**

OR

2) Fax : (860) 297-0931

OR

3) Email : ramona.sablon@ ct.gov

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. CL