

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
JOB OPPORTUNITY

ADMINISTRATIVE ASSISTANT

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

Open To: Candidates on current exam list or lateral transfer

Location: CT Valley Hospital ~ Administrative Support Services Division ~ Executive Suite

Job Posting No: CV24938

Hours: 1st shift: Monday – Friday, 8:00 a.m. to 4:30 p.m. (40 hours per week)

Salary: \$52,364 - \$67,762 Annually

Closing Date: November 6, 2014

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 may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties include: Independently provides support to the Director of Compliance and Performance Improvement and the Director of Accreditation and Regulatory Compliance; supports the Director of Compliance and Performance Improvement with the Compliance Committee, including updating committee schedule, notices of meetings, and distribution of meeting materials; Prepares and processes registration for conferences and purchase orders processing for the Department and staff (Performance Improvement Managers, the Director of Compliance and Performance Improvement, and the Director of Accreditation and Regulatory Compliance); Independently supports the Hospital Governing Body, including all notifications to members; maintaining, updating, tracking and ensuring timely response to Reporting Schedule; maintaining electronic and hardcopy files of all Governing Body materials; Independently researches, assembles, and prepares statistical data for Governing Body Self-Assessment prior to approval by the Governing Body; Arranges and coordinates meetings and maintains calendars for the Director of Compliance and Performance Improvement and the Director of Accreditation and Regulatory Compliance; Assembles meeting materials, attends and takes minutes of meetings, and ensures follow-up required for the Governing Body, Operational Procedure Committees and Quality Risk and Safety Critical Incident Review Committee; Maintains, updates, and reviews the Hospital Operational Procedure Manual and Hospital Plan for Providing Care Manuals which includes the Biennial Strategic Plan; Operational Plan; Performance Improvement Plan; Education Plan; and Cultural Competence Plan as required electronically and hard copy; Researches and assembles information from a variety of sources pertaining to committee work; Maintains the tracking of all critical incident files, ensuring that all follow-up has occurred and that all necessary documentation is provide; Responsible for the ordering and maintaining of all supplies for the Executive Offices; Provides coverage for other administrative staff in their absence as needed for the Executive Office; Displays knowledge of hardware and software use resulting in efficient use of computerization and electronic storage systems to ensure efficient retrieval of data; takes minutes of meetings, distributes them and maintains files in order to ensure appropriate distribution of information.

Knowledge, Skills and Abilities: Considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; ability to operate office equipment which includes personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to manager).

General Experience: Four (4) years' experience above the routine clerk level in office support or secretarial work.

Special Experience: One (1) year of the General Experience must have been as a Secretary 2 or its equivalent.

Substitution Allowed: College training in the secretarial sciences may be substituted for the General Experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

EMAIL: CVH-RECRUIT@ct.gov
FAX: (860) 262-5055
Connecticut Valley Hospital
Office of Human Resources ~ ATTN: Recruitment
P.O. Box 351 ~ Middletown, CT 06457

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. **NP-3**