

**JOB POSTING**

**DMHAS - Connecticut Mental Health Center  
Administrative Assistant CM – 26755**

**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.**

**Location:** 34 Park Street, New Haven, CT 06519

**Program/Unit:** Law & Psychiatry

**Shift/Schedule/Hours:** 1<sup>st</sup> Shift / Monday – Friday / 8:30 AM to 5:00 PM / 40 Hours Weekly.

**Salary:** \$49,357.00

**Posting Date:** December 4, 2012

**Closing Date:** December 10, 2012

**Duties may include but not limited to:** Under the general supervision of the Director of the Law and Psychiatry Division at CMHC, this position will independently provide highly complex administrative and secretarial support to the Division Director and his direct reports, all within the Law and Psychiatry Division. These duties include, but are not limited to: Planning and organizing symposia and other academic presentations and special events sponsored by the Division; Independently troubleshooting and problem-solving issues and complaints that are received by the Division; Independently organizing and scheduling training for judges, attorneys, psychiatric residents and fellows as well as medical students; Preparing reports, arranging for visual aids, as well as developing and producing needed background materials; Independently organizing and coordinating thru the CMHC/Yale IT staff the preparation of various public information pieces for the Division including Web-Site development and maintenance for listing faculty and student training opportunities. This also includes researching and developing historical information, reports on newsworthy developments in the field of Law and Psychiatry, announcing special events, new projects and initiatives, and press releases; Answering telephones for the Law and Psychiatry Division referring calls to the appropriate staff; Receiving and distributing daily mail for the Division as well as preparing a wide variety of correspondence involving a high degree of complexity for the Division leadership listed above.

**Special Requirements:** Must possess and retain a current motor vehicle operator's license. Travel required.

**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.**

**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.

**PLEASE SEND APPLICATIONS TO:**  
**DMHAS – Connecticut Mental Health Center**  
**ATTN: Robert Paolitto, Human Resource Specialist, (203) 974-7634 Fax: (203) 974-7637**  
34 Park Street, New Haven, CT 06519  
**Email : [Robert.Paolitto@po.state.ct.us](mailto:Robert.Paolitto@po.state.ct.us)**

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](http://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 persons with disabilities and in recovery are encouraged to apply. **(NP-3)**