

Department of Development Services – West Region  
JOB OPPORTUNITY  
ADMINISTRATIVE ASSISTANT

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

**Open To:** Lateral Transfer or On Current Exam List  
**Position:** Administrative Assistant  
**Location:** Southbury Training School – Office of Assistant Regional Director (ARD)  
**Job Posting No:** 090793  
**Hours:** 1st Shift ~ Monday – Friday 8:00am – 4:30pm  
**Salary:** \$1,891.08/bi-weekly (80 Hours)  
**Closing Date:** July 22, 2013

**Eligibility Requirement:** This is a **competitive position**. 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.**

**Knowledge, Skills and Abilities:**

Duties consistent with the Administrative Assistant job classification. Responsibilities will include involvement with asset management, motor pool management, physical plant and facilities management (e-maintenance); fiscal and human resources management; e-scores and fire department related activities, as well as emergency management. Will compose complex letters and/or memoranda, etc., research and assemble information from a variety of sources and prepares statistical and/or narrative reports; analyses information and may make recommendations. Act for ARD by interpreting established policies and procedures etc., troubleshoots by relieving ARD of as much administrative detail as possible; acts for and regularly makes decisions in managers' absence. Performs related duties as required.

**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

**Special Requirement:** Advanced computer skills in Microsoft Word, Excel, Outlook, and Access. Experience creating charts, tables, spreadsheets, and linking databases is desired. Strong organizational, problem solving, multi-tasking and interpersonal communication skills. Travel may be required.

Interested candidates may submit a cover letter, resume, state application (CT-HR-12) and two (2) letters of professional references to:

Department of Developmental Services - West Region  
Rowland Government Center  
55 West Main Street, 4<sup>th</sup> Floor  
Waterbury, CT 06702  
Fax: 860-622-4951  
[Belinda.Weaver@ct.gov](mailto:Belinda.Weaver@ct.gov)

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

**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.