



JOB OPPORTUNITY
State of Connecticut
Office of the Attorney General
SECRETARY 2

(May be underfilled at the level of Secretary 1)

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

Open To: The Public, State Employees
Location: Office of the Attorney General, 55 Elm Street, Hartford, CT 06106
Job Posting Number: 00004423
Hours: 40/week; 8:00 a.m. – 5:00 p.m.
Salary: *Secretary 2:* Minimum \$42,755 annually
Secretary 1: Minimum \$39,061 annually
Closing Date: April 11, 2012

The Office of the Attorney General is currently recruiting for a full-time, permanent *Secretary 2* position that may be underfilled at the level of *Secretary 1*. Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, and merit employment rules, if applicable.

Eligibility Requirement: Candidates must have passed either the Secretary 1 or Secretary 2 exam and be on the current certification list promulgated by the Department of Administrative Services for one of these classifications. State employees currently holding the title of Secretary 1 or Secretary 2 or those who have previously attained permanent status in either class may apply for lateral transfer. Applicants will not have the opportunity to take an examination prior to the closing-date for either of these classes in order to qualify for this particular vacancy.

Description of Duties: The incumbent will be responsible for performing a full range of secretarial duties which include providing general information in response to telephone inquiries; greeting and directing visitors; providing advice to callers regarding policy and procedure; composing complex letters and/or memoranda for own or supervisor's signature; formatting and typing a full range of correspondence, reports, legal documents, etc. on a personal computer; proofreading for content and accuracy; designing, organizing, and maintaining files, including confidential files; maintaining, updating, and reviewing reference materials; compiling information from standard sources and preparing narrative and/or statistical reports, exercising judgment in the selection of material to include; reviewing, routing, and prioritizing mail; arranging and coordinating meetings; researching, assembling, and coordinating meeting materials; writing minutes at meetings; preparing expense accounts; making travel arrangements; maintaining inventory of supplies and equipment; ordering supplies when necessary; processing and maintaining paperwork for purchasing; assisting in the preparation and monitoring of the office budget; maintaining time and attendance records; designing and initiating new forms and procedures to facilitate workflow; and performing related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation, and spelling; knowledge of business communications; knowledge of department's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to take notes (shorthand, speedwriting, or other method acceptable to supervisor).

General Experience: For the level of Secretary 2, three (3) years of experience above the routine clerk level in office support or secretarial work is required; for the level of *Secretary 1*, the requirement is two (2) years of experience at this same level.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a resume, a CT-HR-12 Application for Employment, and three letters of reference. Current State employees must also provide a copy of the last two performance appraisals. Please include the Job Posting Number above, and send all required information to:

Susan L. Cavanaugh, Principal HR Specialist
Office of the Attorney General
55 Elm Street
Hartford, CT 06106

THE OFFICE OF THE ATTORNEY GENERAL IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER AND STRONGLY ENCOURAGES THE APPLICATIONS OF WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES