

CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY
SECRETARY 1
BROOKLYN CORRECTIONAL INSTITUTION

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

Open To: Current State Employees- must be on current exam list

Location: Brooklyn CI – 59 Hartford Road, Brooklyn CT

Job Posting No: 41222

Hours: 40 hours per week, 1st Shift, Monday-Friday

Salary: \$42,684 – \$56,009

Closing Date: October 13, 2015

Eligibility Requirement: Candidates must have applied for and passed the Secretary 1 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.

Minimum Qualifications (Knowledge, Skills and Abilities): Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; 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 the supervisor); ability to type at a net speed of 50 wpm.

General Experience: Two (2) years' experience above the routine clerk level in office support or secretarial work.

Preferred Experience: The ideal candidate will possess the following;

- Proficiency using Microsoft Office Suite (PowerPoint, Word, Excel and Access etc.)
- Experience in a high paced environment, with the ability to manage information and distribute appropriately.
- Experience working independently, making sound decisions.
- Ability to establish positive working relationships with multiple units and different levels of staff.
- Strong interpersonal skills and experience communicating with a diverse group of internal and external partners via a variety of means.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment (CT-HR 12) which is available at http://das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf and a State of Connecticut Addendum-Criminal Conviction (Form CT-HR-13) which is available at http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf to:

Patsy Eagleson – HR Associate
Department of Correction
Human Resources
24 Wolcott Hill Road
Wethersfield, CT 06109
Patsy.Eagleson@ct.gov

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.