

DEPARTMENT OF CORRECTION  
JOB OPPORTUNITY

SECRETARY 2  
*Community Re-Entry Unit*

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

**Open To:** The Public – See Eligibility Requirements

**Location:** Community Re-Entry Unit – 3 Walker Drive, Enfield CT

**Hours:** 40 hours per week, 1<sup>st</sup> Shift, M-F

**Position:** 00110780

**Salary:** \$45,360 – \$59,316 Secretary 2 (annually)

**Closing Date:** Application must be postmarked no later than May 12, 2015

**ELIGIBILITY REQUIREMENTS:** Candidates must have applied for and passed the Secretary 2 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 & ABILITIES:** Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

**GENERAL EXPERIENCE:** Three (3) 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 1 or its equivalent.

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

**PREFERRED EXPERIENCE:** Candidates with the following skills and experience will be given preference:

- 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.
- Proficiency drafting business communications such as writing and editing letters and reports.

**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 the requested documents as follows;

1. Cover letter,
2. Resume,
3. Two (2) letters of professional references from current and/or previous supervisors. State employees must submit their two most recent performance appraisals in lieu of references.
4. Application for Employment (Form CT-HR-12) which is available at [http://www.das.state.ct.us/HR/Forms/CT-HR-12\\_Application.pdf](http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf)
5. 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](http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf)

**Applications must be postmarked no later than the closing date indicated above. Incomplete application packages will not be considered.** Interviews will be limited to those whose experience and training most closely meet the requirement of this position. **Due to the large volume of applications received, we are unable to provide confirmation of receipt or status updates during the recruitment process.**

**Please mail application packages to:**

**Department of Correction  
Recruitment Unit  
Heather DiMauro  
24 Wolcott Hill Road  
Wethersfield, CT 06109**

**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.