

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

Secretary 1

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: Cheshire Correctional Institution, Maloney Training Center

Hours: 40 hrs per week, 1st Shift, Monday – Friday

Salary: \$40,233.00-\$52,793.00

Closing Date: April 22, 2014

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. State employees currently holding the Secretary 1 title or those who have previously attained permanent status in the class may apply for lateral transfer.

Minimum Qualifications: 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.

Position Requirement: Typing (forms, memos, letters, minutes, other documents as needed), Assist with Unit Management Monthly Report, Maintain Maintenance Tracking Report, Maintain applicable facility program books and assigned inmate status date/reports, Maintain files for High Security inmates to include review dates, keep track of incidents in the housing units for monthly report, keep record of Disciplinary Reports and Restrictive Housing Unit placements for applicable housing units, keep data/record of inmates, Distribute inmate correspondence to counselors, file inmate correspondence, fax, make copies, answer telephones phones, order supplies, etc, cover for other clerical personnel in their absence.

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: Qualified candidates who meet the above requirements should submit a cover letter, a resume, your last two (2) Performance Evaluations and an application for Employment (Form CT-HR-12) which is available at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf. Please submit your information to:

**Greg Bollaro, HR Associate
Department of Correction
Recruitment Office
24 Wolcott Hill Road
Wethersfield, CT 06109
Gregory.Bollaro@ct.gov**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.