

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY
Secretary 1**

Please follow the specific application filling instructions at the bottom of this page

Open To: Open to the Public and State Employees. Candidates must be on the Secretary 1 examination list promulgated by the Department of Administrative Services at the time of the application.

Location: Central Office – 24 Wolcott Hill Road – Wethersfield, CT 06109

Hours: 19.5 Hours per week, 1st Shift, Monday – Friday **TBD-Job Share, No Benefits**

Position: 00035648

Salary: \$19.85 to 26.05 per hour

Closing Date: March 17, 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. State employees currently holding the above 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; 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 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.

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 employee 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 the requested documents as follows;

1. Cover letter,
2. Resume,
3. Last two (2) Performance Evaluations and
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
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

Applications must be postmarked no later than the closing date indicated above. Due to the large number of applications received, we cannot confirm receipt of applications.

**Maria Guglielmi, PHRS
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Labor Relations
24 Wolcott Hill Road
Wethersfield, CT 06109
Fax: (860) 692-6856**

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