

**CONNECTICUT DEPARTMENT OF CORRECTION  
JOB OPPORTUNITY**

**Secretary 2**

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

**Open To:** State Employees Only

**Location:** Enfield Correctional Institution, Enfield CT

**Hours:** 40 Hours per week, 1<sup>st</sup> Shift, Monday - Friday

**Salary:** \$45,360 (Annually)

**Closing Date:** August 12, 2014

**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.

**General Experience:** Three years' experience above the routine clerk level in office support or secretarial work. One year of the General Experience must have been as a Secretary 1 or its equivalent. Training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half (1/2) year of experience to a maximum of two years.

**Preferred Experience:** The ideal candidate will possess the following;

- Full working knowledge of Microsoft Office Suite, including proficiency with Outlook
- Ability to work under more than one supervisor or for several different units
- Knowledge of the basic operation of a correctional institution
- Exceptional organizational skills; the ability to prioritize
- Ability to effectively communicate both orally and in writing
- Ability to work well with all levels of internal management and staff
- Experience with arranging meetings, to include taking accurate meeting minutes

**Eligibility Requirement:** 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. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.

**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 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](http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf)

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

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