

**CONNECTICUT DEPARTMENT OF CORRECTION  
JOB OPPORTUNITY**

**Secretary 2  
May be under filled at the level of Secretary 1**

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

**Open To:** CANDIDATES ON CURRENT EXAM LIST OR LATERAL TRANSFER

**Location:** Various Locations

- MacDougall Walker Correctional Institution, Suffield CT
- Cheshire Correctional Institution, Cheshire CT
- Manson Youth Institute, Cheshire CT
- District 2 Maintenance, Cheshire CT

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

**Salary:** \$45,360 – \$59,316 Secretary 2 (annually)  
\$41,440 – \$54,377 Secretary 1 (annually)  
\*Employees new to state service will start at the minimum of the range.

**Closing Date:** October 8, 2014

**Eligibility Requirement:** Candidates must have applied for and passed the Secretary 2 or 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.

**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.
- Exceptional organizational skills; the ability to prioritize.
- Superior writing skills.
- Ability to work independently.
- Effective communication skills; the ability to work well with others.

**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](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)

**Due to the large number of applications received, we cannot confirm receipt of applications.**

**Debbie Sass, Human Resources Associate  
Department of Correction  
Recruitment Office  
24 Wolcott Hill Road  
Wethersfield, CT 06109  
Fax: (860) 692-6866**

**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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