State of Connecticut
EXAM ANNOUNCEMENT

CONTINUOUS RECRUITMENT STATEWIDE PROMOTIONAL EXAMINATION

ADMINISTRATIVE ASSISTANT

ANNUAL SALARY:	SALARY GROUP:	APPLICATION CLOSING DATE:	EXAM NO:
$49,357 – $63,871	CL 19	SEE BELOW	981760SCPD

(REISSUED WITH TEST DATE FOR 2012)

PURPOSE OF CLASS: In a state agency this class is accountable for independently performing the most complex tasks in providing both office administration and secretarial support for a major program.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT STATE EMPLOYEE WHO HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS CURRENT OR FORMER STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Four years' experience above the routine clerk level in office support or secretarial work.

SPECIAL EXPERIENCE: One year of the General Experience must have been as a Secretary 2 or its equivalent.

SUBSTITUTION ALLOWED: College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of two years.

THE EXAMINATION WILL BE COMPOSED OF:	PART	WEIGHT
	WRITTEN	100%

THE EXAMINATION WILL COVER THE FOLLOWING AREAS: Considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; ability to operate office equipment which includes personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to manager).

APPLICATION CLOSING AND TEST DATES: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **Applications must be date stamped by DAS/Human Resources or postmarked by DECEMBER 16, 2011 for the JANUARY 25, 2012 test date. (Reserve the day as the exam may be scheduled in the morning or afternoon.) Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2840).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application package and fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for. **A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (http://das.state.ct.gov/employment) and at Connecticut State Job Centers.

**Employees in the unclassified service may be eligible to participate in the promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

(Reissued December 1, 2011)

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.