

CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY

ADMINISTRATIVE ASSISTANT

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

Open To: Open to State Employees
Location: Central Office-Correctional Enterprises Unit, Wethersfield, CT
Hours: 40 Hours per week, 1st Shift, Monday - Friday
Salary: \$49,357- \$63,871 (Annually)
Closing Date: November 16, 2011

Eligibility Requirement: Candidates must have applied for and passed the **Administrative Assistant** 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 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 management.)

General Experience: Four (4) years' experience above the routine clerk level in office support or secretarial work.

Special Experience: One (1) 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 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

Preferred Experience:

- Advanced computer skills in Microsoft Word, Microsoft Excel and Microsoft ACCESS. Experience creating charts, tables, spreadsheets, and linking databases is desired.
- Strong organizational, problem solving, and interpersonal communication skills.
- Ability to work independently and provide office management support to Managers and Directors with offsite responsibilities.

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.

Qualified candidates who meet the above requirements need to submit a cover letter, your last two (2) Performance Evaluations and an application for Employment (Form CT-HR-12) which is available at <http://das.ct.gov/employment> . Please note that due to the large volume of applications received we are unable to field phone inquiries and confirm receipt of applications. Please submit your information to:

Ginger Frasca, Human Resources Specialist
Department of Correction, Recruitment Office
24 Wolcott Hill Road, Wethersfield, CT 06109
Fax: (860) 692-7615

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