

DEPARTMENT OF CORRECTION  
JOB OPPORTUNITY  
ADMINISTRATIVE ASSISTANT  
FACILITY MANAGEMENT & ENGINEERING

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** State Employees on the current examination list.

**Location:** Facility Management and Engineering Services, Central Office, Wethersfield CT

**Hours:** 40 hours per week, 1<sup>st</sup> Shift, M-F

**Salary:** \$49,357.00 - \$63,871.00 annually

**Closing Date:** September 11, 2012

**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 for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Knowledge, Skills and Abilities:** 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:** (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:** Candidates with the following skills and experience will be given preference: advanced computer skills in the Microsoft Office Suite (PowerPoint, Word, Excel and Access), experience creating executive presentations, intermediate skill working with spreadsheets, ability to create formulas, charts and spreadsheets in Excel, superior report writing skills, superior problem solving and interpersonal skills, ability to work independently and provide office management support to Managers and Directors with offsite responsibilities, superior office management skills.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

DEPARTMENT OF CORRECTION  
24 WOLCOTT HILL ROAD  
WETHERSFIELD, CT 06109  
FAX - 860-692-7615  
MILDRED.PAGAN@PO.STATE.CT.US

**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.