

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
SOUTHEASTERN MENTAL HEALTH AUTHORITY  
JOB OPPORTUNITY  
CLERK – BRIEF CARE PROGRAM**

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

**Open To:** Public  
**Location:** 401 W. Thames Street, Bldg. 301, Norwich, CT  
**Job Posting No:** **SM102770**  
**Hours:** 1<sup>st</sup> shift/ 8:00 a.m. to 4:30 p.m./40 hours per week  
**Salary:** \$31,828 – \$39,835 (Annually)  
**Closing Date:** August 22, 2012

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

**Duties may include but not limited to:** Performs a range of clerical functions to support the Brief Care Program including coordinating client appointments to community providers; filing documents in client medical records; answering telephones in a courteous and professional manner; scheduling treatment team meetings; sorting and distributing mail; composing letters/memorandums and other documents; performing entry functions and accessing information from the DMHAS data base; organizing and processing billing information; organizing and maintaining files; managing office supplies and unit inventory; scheduling meetings; organizing offices and performing other related duties

**Special Experience and Training:** Incumbents in this class must possess and retain a valid driver's license and may be required to travel.

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**Application Instructions:** Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (example: Secretary 2 applying to a Secretary 2 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed. **\*Note to DMHAS Lateral employees:** Information sessions will be held during the posting period ending August 1, 2012. Contact Cindy Lukaszewicz at (860) 859-4651 to schedule an information session.
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

**PLEASE SEND APPLICATIONS TO:**

Cindy Lukaszewicz, Human Resource Representative  
Southeastern Mental Health Authority  
401 West Thames Street, Building 301, Norwich, CT 06360  
Phone: (860) 859-4651 / FAX: (860) 859-4792  
Email: [Cindy.Lukaszewicz@ct.gov](mailto:Cindy.Lukaszewicz@ct.gov)

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at [www.ct.gov/dmhas/employmentopportunities](http://www.ct.gov/dmhas/employmentopportunities)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. NP-3