

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY
SECRETARY 1
OFFICE OF FOSTER CARE AND ADOPTION SERVICES (OFAS)

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

Open To: The Public
Location: Hartford / Manchester Area Offices
Job Posting No: DF46421HFD
Hours: 40 Hours (M-F)
Salary: \$39,061.00 - \$51,255.00
Closing Date: August 10, 2012

Eligibility Requirement:

Candidates must have applied for and passed the Secretary 1 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 systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

General Experience: Two (2) years' experience above the routine clerk level in office support or secretarial work.

Substitution Allowed: College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

Other: This position will be assigned to our Office of Foster Care and Adoption Services (OFAS) within Region 4, the Hartford / Manchester Area offices and will be required to travel within those two offices.

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, (3) letters of professional reference and the CT-HR-12 (State Employment Application), the address below. State employees must submit (2) most recent performance appraisals for reference.

**DEPARTMENT OF CHILDREN AND FAMILIES
ATTN: BRENDA FOURNIER
250 HAMILTON STREET
HARTFORD, CT. 06106
FAX#: 860-418-8005**

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.