

DEPARTMENT OF CHILDREN AND FAMILIES
Willimantic Area Office
Secretary 2
Full time

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Posting Number: JG46127WIL
Open To: The Public
Location: Willimantic Area Office - 322 Main Street Willimantic, CT
Hours: 40 Hours/Week, Monday-Friday
Salary: \$45,360 - \$59,316 (Annually)
Closing Date: August 20, 2014

This Secretary 2 position is primarily to support the Director of the Willimantic area office. The Secretary 2 position is accountable for independently performing a full range of secretarial support functions requiring an understanding of organizational policies and procedures. Additionally, he or she would be expected to manage and coordinate the Director's calendar.

The best candidate will be professional and organized, have respect for the sensitivity of the work of child protection, understand the importance of confidentiality, have proven skills in communicating (both verbally and in writing), and considerable knowledge of office systems and procedures.

Examples of Duties: Incumbents perform a variety of secretarial duties as illustrated in the following areas:

Using a or personal computer or other electronic equipment , formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc. Proofreads for content; edits using knowledge of grammar, punctuation and spelling. Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews reference materials and manuals. Composes complex letters and/or memoranda, etc. (e.g. explaining department practices/policies) for own or supervisor's signature. Compiles information from a variety of sources and prepares narrative or statistical reports, exercising judgment in the selection of items to be included. Greets and directs visitors; answers phones and screens incoming calls; provides advice to callers regarding policy and procedures (e.g. citing a regulation to solve a specific problem); coordinates with others both within and outside of the organization on a variety of non-routine matters. Screens letters, memos, reports and other materials to determine action required; may make recommendations to the supervisor.

Additionally; arranges and coordinates meetings (including space and equipment); researches, assembles and coordinates meeting materials (e.g. charts, graphs, reports); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machine transcription; prepares expense accounts; makes travel arrangements. Maintains an inventory of supplies and equipment; orders supplies when necessary; completes, processes and maintains paperwork for purchasing (e.g. orders, requisitions, invoices, etc.); maintains time and attendance records; assists in preparing and monitoring the office budget (e.g. compiles figures, reviews statistical reports, verifies expense items); designs and initiates new forms and procedures to facilitate workflow; performs related duties as required.

Minimum Qualifications Required Knowledge, Skill and Ability: Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

General Experience:

Three (3) 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 1 or its equivalent.

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 to a maximum of two (2) years.

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

Application Instructions:

Candidates must be on the Secretary 2 examination list promulgated by the Department of Administrative Services at the time of application. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Please submit the CT-HR-12 (State Employment Application), resume, letter of intent, and 3 letters of professional reference. State employees must submit 2 most recent performance appraisals in lieu of references.

Please include posting #JG46127WIL on all application materials.

**DEPARTMENT OF CHILDREN AND FAMILIES
Jodi Grasso - HUMAN RESOURCES
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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.