

**DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY**

SECRETARY 1

Full time (Monday through Friday)

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

Open To: Applicants must be on a current Secretary 1 examination list promulgated by the Department of Administrative Services at the time of application and State employees currently holding the above title or those who have previously attained permanent status may apply as mentioned below

Location: Waterbury Area Office - 395 West Main Street, Waterbury, CT

Job Posting Number: WTY12681DL

Hours: 40 Hours Per Week/1st shift

Salary: \$42,684.00 - \$56,009.00 (Annually)

Closing Date: October 22, 2015

The Department of Children and Families is currently recruiting for a Secretary 1 position in the Waterbury Area Office. This position is full-time (40 hours, M-F).

Minimum Qualifications Required Knowledge, Skill and Ability: This position is accountable for performing a full range of secretarial support functions. Applicants should possess 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.

Substitutions 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.

Note: Hires new to State of CT employment will start at the beginning of the pay scale.

Application Instructions: Interested applicants must submit a CT-HR-12 (State Employment Application), resume, letter of intent, and (3) letters of professional reference from current or previous supervisors. State employees must submit a CT-HR-12 (State Employment Application), resume, letter of intent, and (2) most recent performance appraisals in lieu of references. Please reference posting #WTY12681DL on all application materials.

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

**DEPARTMENT OF CHILDREN AND FAMILIES
Jenny Nguyen - HUMAN RESOURCES
131 West Street
Danbury, CT 06810
FAX: 203-207-5235**

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.