

**DEPARTMENT OF CHILDREN AND FAMILIES**  
**Middletown Area Office**  
**Secretary 2**  
**Full time**

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

**Posting Number:** JGSEC2MID

**Open To:** Candidates on current Exam List or lateral transfer

**Location:** Middletown Area Office – 2081 South Main Street, Middletown, CT 06457

**Hours:** 40 Hours/Week, Monday-Friday

**Salary:** \$46,721 to \$61,096 (Annually)\*

**Closing Date:** October 30, 2015

Candidates must have applied for and passed the SECRETARY 2 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.**

**\*Candidates new to State employment, if hired, would start at the beginning of the pay scale.**

**Examples of Duties:** Duties consistent with the SECRETARY 2 job classification.

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.

**Knowledge, Skills and Abilities:** 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.

**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, if applicable.

**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. Interested candidates must submit a complete State application (CT-HR-12), resume, letter of intent, and three letters of reference from current or previous supervisors. State employees must submit their two most recent performance appraisals in lieu of references. Please reference posting number JGSEC2MID on all correspondence. Application packets may be mailed to the address listed below or faxed to 860-707-1960. All applications must be received no later than close of business, October 30, 2015.

**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.

**DEPARTMENT OF CHILDREN AND FAMILIES**  
**2081 South Main Street**  
**Middletown, CT 06457**  
**ATTN: Jodi Grasso**  
**FAX # 860-707-1960**