

DEPARTMENT of CHILDREN and FAMILIES
JOB OPPORTUNITY
Secretary 1
Connecticut Juvenile Training School

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

Open To: The Public

Location: 1225 Silver Street, Middletown, CT, 06457

Job Posting No: LR043871PT

Hours: 1st shift

Salary: \$19.85-\$26.05 Hourly

Closing Date: 9/10/14

Eligibility Requirement: This position is accountable for performing a full range of secretarial support functions. This position will be assigned to the Connecticut Juvenile Training School. This position is part time (34 hours per week). Interested candidates must be on the current DAS Certification List for Secretary 1. State employees currently holding the above title may apply for a 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 equalling one-half (1/2) year of experience.

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, an Application for Employment (CT-HR-12), and (3) letters of professional reference to the address below. State employees must submit (2) most recent performance appraisals for references. When applying for this position you must include the Posting #LR043871PT.

DEPARTMENT of CHILDREN and FAMILIES
ATTN: Lena Romanelli
1225 Silver Street
Middletown, CT, 06457

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.