

DEPARTMENT OF CONSUMER PROTECTION
JOB OPPORTUNITY
SECRETARY 1
LEGAL DIVISION

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

Open To: Candidates on a current examination list (see eligibility requirement below).

Location: 165 Capitol Avenue, Hartford, CT

Job Posting No: 84555

Hours: 40

Salary: \$39,061 - \$51,255 / annual
NEW HIRES TO STATE EMPLOYMENT START AT MINIMUM

Closing Date: August 20, 2012

Position Description: Examples of duties of this position as Secretary in the Legal Division of the Department of Consumer Protection include recording and typing of Liquor Control Commission meeting minutes and agendas; update permit credentials in CAVU e-licensing system; deposit civil penalties; prepare legal documents; maintain inventory and order supplies for the division; log in cases and create pleadings files; handle and respond to telephone inquiries for the Legal Division; act as personal secretary for division director; mail handling; post documents to department website; and copying and distribution of files and documents.

Preferred Knowledge, Skills and Abilities: Excellent computer skills, including proficient use of Microsoft Outlook, Word, Excel, and PowerPoint; exemplary typing and proofreading ability; knowledge of proper grammar, punctuation and spelling; strong interpersonal, communication and organizational skills; ability to complete assignments within specified deadlines; ability to communicate effectively, both verbally and in writing; work experience in a legal environment; and familiarity with legal documents.

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.

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 which states their interest and suitability for the position and whether they are on a current Secretary 1 exam list or hold the title; a resume; their last two (2) current annual performance evaluations; and an Application for Employment to:

Carolyn Kozak, Human Resources Specialist
DAS / SmART-HR
165 Capitol Avenue, 5TH Floor-East
Hartford, CT 06106
Confidential Fax: (860) 622-4924 (preferred method)
Email: carolyn.kozak@ct.gov

Applications must be received by the closing date above. Exam list candidates must submit a copy of their exam letter. Incomplete application packages will not be considered. Interviews will be limited to those whose experience and training most closely meet the requirement of this position. **Due to the large volume of applications received, we are unable to provide confirmation of receipt or status updates during the recruitment process. Please refrain from contacting us for these purposes.**

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.