



DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY
EXECUTIVE SECRETARY (UNCLASSIFIED)

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

Open To: The Public
Location: 460 Capitol Ave., Hartford
Job Posting No: 100308
Hours: 40 hours/week – Monday - Friday
Salary: \$56,247 – \$76,890 (SE-01)
Closing Date: April 11, 2016

Examples of Duties:

Acts as personal secretary and provides office management to the Deputy Commissioner of the Department of Developmental Services as authorized by Section 5-198(11) of the Connecticut General Statutes. Acts as confidential secretary to the Deputy Commissioner; relieves the Deputy Commissioner of administrative details through interaction with the public and routine contacts with other state executives; compiles and coordinates data for action by the Deputy Commissioner, takes and transcribes confidential correspondence from the Deputy Commissioner or at meetings and/or hearings, types a wide variety of correspondence, notes, memorandums, drafts, transcripts, charts and forms following proper format; prepares letters or reports and advises the Deputy Commissioner of appropriate action taken on routine matters; schedules appointments and arranges meetings; maintains and checks records and files; performs special assignments, studies, and routine administrative functions as specifically directed; screens incoming correspondence/phone calls, refers to appropriate staff and follows up to ensure timely response; may supervise clerical staff assigning work and following up to ensure completion; may transmit to or request information from agency staff or agency head; performs related duties as required.

Performs a full range of secretarial functions and administrative activities which require an advanced level of accountability, problem solving, and interpersonal contacts including:

1. Plans, organizes and coordinates the full range of office support activities such as:
 - arranges large meetings or conferences involving complex coordination of resources and schedules
 - composes non-routine correspondence
 - represents the Deputy Commissioner by explaining and interpreting departmental statutes and regulations, procedures and program services to a broad range of customers
 - schedules and sets up equipment for video conferences
2. Supervises clerical staff within or outside of immediate office.
3. Makes administrative decisions.
4. Prepares documents, minutes, and other correspondence
5. Handles highly confidential issues and documentation.
6. Provides support to the Commissioner's Office.

Preferred Skills & Experience:

- Proficiency in the use of word processors, personal computers and other automated equipment.
- Proficiency in use of Excel, Word, and other software applications.
- Demonstrated experience in handling highly confidential issues and documentation.
- Strong organizational and time management skills.
- Demonstrates high level of interpersonal skills including communication with families, participants, vendors and other stakeholders.
- Office management experience.
- Ability to function independently in an office environment.
- Skill in reviewing processes and/or procedures and recommending and implementing changes when needed.
- Experience with editing, proofreading, and formatting agency documents such as policies and procedures.

Appointment: Incumbents in this class shall be appointed in accordance with Section 5-198 (k) of the Connecticut General Statutes. Compensation shall be commensurate with skill level and assigned responsibilities. Appointment rate requires approval by the Department of Administrative Services.

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

Application Procedure:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete application materials will not be considered.

Send application materials to:

**Department of Developmental Services — Central Office
460 Capitol Avenue
Hartford, CT 06106
Attn: Ms. Selestian Patterson
Email: DDS.CO.Recruiting@ct.gov Phone: 860-418-6129 Fax: 860-920-3045**

Application materials can be mailed, faxed, or emailed.

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.