

**DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION  
JOB OPPORTUNITY  
SECRETARY 1**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** The Public

**Location:** Bureau of Natural Resources, Wildlife Division  
Franklin Wildlife Management Area, 391 Route 32, N. Franklin, CT

**Job Posting No:** 110657

**Type of Position:** Full-Time, Permanent

**Annual Salary:** \$41,440 to \$54,377 (CL 14)

**Closing Date:** April 24, 2015

**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.

**Description of Duties:**

**Office Management:** Prepare purchase requisitions and enter /track them through Core-CT; maintain inventory of supplies and equipment for the office; maintain time and attendance records as well as enter hours for seasonal employees into Core-CT; design, organize and maintain filing system for office; coordinate annual servicing of equipment for office (i.e., furnace, fire extinguishers), and responsible for weekly deposits from permit sales in SIMS; Coordinator and reservationist for conference room; assist with travel arrangements when needed; perform related duties as required.

**Interpersonal:** Maintain office schedules for office staff; arrange and coordinate meetings; organize and track mail deliveries; assist with preparing and prioritizing correspondences and data entry/reports for staff (including, but not limited to: Wildlife Surveys and WKIRs); pick-up and drop-off of supplies and equipment with CE/FS instructors; perform related duties as required.

**Administration:** Administer all aspects of the Crop Damage and Jacklight programs (review and approve applications, issue permits, respond to technical inquires about the program, and prepare reports); process CE/FS class registration cards and distribute completion certificates; perform related duties as required.

**Communications:** Provide full range of general clerical support to office staff; strong use of business communications; Microsoft Office and other office systems/procedures; writing, proof reading and editing various letters and reports for the office; perform related duties as required.

**Customer Service:** Greet and direct visitors; responsible for answering, screening and directing incoming phone calls, and responding to all public inquiries; verify and issue hunter certification cards to public as requested; receive monies in various forms (cash/check/money orders) from license and permit sales; perform related duties as required.

**Knowledge, Skills and Abilities:**

- Proficiency using Microsoft Office Suite (PowerPoint, Word, Excel, Access, etc)
- oral and written communication skills
- considerable knowledge of proper grammar, punctuation and spelling
- skill in performing arithmetical computations
- knowledge of business communications, preparing and prioritizing correspondences
- interpersonal skills
- ability to schedule and prioritize office workflow
- ability to operate various office equipment
- able to coordinate annual servicing for office equipment
- proficiency with frequent data entry; experience in designing/maintaining appropriate filing systems for the office and the various programs

**Preferred Experience:**

- Previous office management experience
- experience in purchase requisitions/orders and working with vendors
- experience in a high paced environment, with the ability to manage information and distribute appropriately
- experience working independently, making sound decisions
- ability to establish positive working relationships with multiple units and different levels of staff
- strong interpersonal skills and experience communicating with a diverse group
- knowledge of Core-CT and SIMS programming
- comfortable handling unloaded firearms

**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 must submit a cover letter, a resume, a ([CT-HR-12 form](#)) Application for Employment and current state employees must provide a copy of his/her last two performance appraisals to: **(Incomplete packages will not be considered)**

**Department of Energy and Environmental Protection**  
**Human Resources Division**  
**79 Elm Street**  
**Hartford, CT 06106-5127**  
**Attn: Anna Natal**  
**Telephone: (860) 424-3006**  
**Fax: (860) 424-3896**

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The Connecticut Department of Energy and Environmental Protection is an Affirmative Action and Equal Opportunity Employer that is committed to complying with the Americans with Disabilities Act. To request an accommodation contact us at (860) 418-5910 or [deep.accommodations@ct.gov](mailto:deep.accommodations@ct.gov)