State of Connecticut
JOB POSTING

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

SECRETARY 1 (confidential) – OC102770

Office of the Commissioner located at Southeastern Mental Health Authority
HUMAN RESOURCES

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

Open To: Candidates on the current exam list for Secretary 1 and State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer as mentioned below.

Location: 401 West Thames St., Building 301, Norwich, CT

Job Posting No: OC102770

Hours: Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week

Salary Range: $ 41,440.00 - $ 55,466.00

Posting Date: **October 7, 2015** **Closing Date: October 13, 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. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties will include: Greets and directs visitors and/or employees responding to various types of issues and making referrals as appropriate; answers phones and takes messages; answers questions requiring knowledge of facility as well as human resources policies and procedures and labor relations matters; processes mail by prioritizing and routing to appropriate staff; manages multiple calendars and schedules building meetings; ensures work space, computer and other equipment is properly installed and software ready for new employees; orders, receives and organizes supplies for office staff; maintains filing system; typing a variety of materials from rough copy including correspondence, memos, reports, forms, documents, etc.; review and correct drafts for compliance with originals; enters and retrieves data on computer terminals; maintain logs; sets up and maintain records and Human Resources files according to established procedures; complete the processing forms for CORE-CT transactions; assists staff with FMLA, WC, assist and train staff on CORE Self- Serve and E-Pay; receives, sorts and distributes mail; assists in or maintains inventory and orders supplies; maintains Human Resources bulletin boards, job posting boards, maintains staff calendar(s); maintains In-Service documentation; licenses; service ratings; etc.; performs related duties as required.

Knowledge and demonstrated utilization of Microsoft Office Suite i.e. Word, Excel, Visio, PowerPoint, and Access and strong customer service skills preferred.

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions:
Due to the large number of lateral transfer forms and applications received, it is extremely important to note the Position Number (found on the posting) on the DMHAS Lateral Transfer Request Form (upper right-hand corner) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

To be considered for this position:

1. DMHAS employees who are lateral transfer candidates (example: Secretary 1 applying to a Secretary 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.

2. All other applicants must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:
Sherrie Shields, Human Resources Associate
Southeastern Mental Health Authority
Human Resources
401 W. Thames Street, Bldg. 301
Norwich, CT 06360
Phone (860) 859-4653
Fax: (860) 859-4792
Email: MHA-SMHA-Recruitment@ct.gov

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.