

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

SECRETARY 1 (Confidential) – OC85891

**Office of the Commissioner located at Connecticut Mental Health Center
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 as mentioned below.

Location: 34 Park Street, New Haven, CT 06519

Job Posting No: OC85891

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

Salary Range: \$ 42,684.00 - \$ 57,130.00 (Annually)

Posting Date: **Wednesday, October 14, 2015** **Closing Date: Tuesday, October 20, 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. **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 large volume of visitors and/or employees responding to various types of issues and making referrals to appropriate Human Resources staff; 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; 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, assist and train staff on CORE Self-Serve and E-Pay; assigns and requests Rater Codes for both State of CT and Yale Staff for billing purposes and credentialing; transcribes and records labor management minutes, receives, sorts and distributes mail; maintains Human Resources bulletin boards, job posting boards, etc.; maintains In-Service documentation; licenses; service ratings; etc.; must possess solid knowledge and demonstrated utilization of Microsoft Office Suite i.e. Word, Excel, Visio, PowerPoint, and Access; strong customer service skills; data entry into various databases; 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: Interested and qualified candidates who meet the above requirement must complete a State of Connecticut Application for Examination and Employment (CT-HR-12). Resumes may be provided as supplemental information but will only be accepted if attached to a fully completed application. The position number must be noted at the bottom of Page One of the State of Connecticut Application for Examination and 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. DMHAS employees who are promotional/demotional candidates must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. 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:
DMHAS – Connecticut Mental Health Center
ATTN: Allyna Heath, Human Resources Specialist, FAX: (203) 974-7637
34 Park Street, New Haven, CT 06519
Email: Allyna.Heath@ct.gov

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at <http://www.ct.gov/dmhas/cwp/view.asp?a=2904&q=420408>

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities' persons with disabilities and in recovery are encouraged to apply. (NP-3)