



DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES
OFFICE OF THE COMMISSIONER
JOB OPPORTUNITY
SECRETARY 2 (PART-TIME) – OC115048
FORENSICS DIVISION

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

Open To: Candidates who are on the current exam list for Secretary 2
Location: Office of Forensic Evaluation, 401 W. Thames Street Bldg #700, Norwich, CT 06360
Job Posting No: OC115048
Hours: Monday, Wednesday, Thursday, 8:00 a.m. – 4:30 p.m., Part time, 24 hours per week
(Possibility of a flexible schedule)
Salary Range: \$46,721 - \$61,096
Posting Date: October 17, 2016 **Closing Date:** October 24, 2016

Eligibility Requirement:

Candidates must have applied for and passed the **Secretary 2** 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 include:

The Office of Forensic Evaluations conducts court ordered evaluations pursuant to CGS§54-56d, 17a-566, 17a-586 and 17a-694. These evaluations are time sensitive per statutorily imposed time constraints. This position is the sole clerical support position in the Norwich Office of Forensic Evaluations. This person is responsible for the oversight of all court ordered cases, including entering data into databases, organizing and distributing charts to office staff, communicating with the courts and other DMHAS, state and non-state systems regarding the status of the evaluations, by telephone, email or via letter by mail or by fax. This position receives and appropriately handles or refers incoming calls to the appropriate staff person. This position is responsible for file management and organization within the regional office. This position is integral in the organization and scheduling of competency to stand trial evaluation teams and will work closely with the Supervising Clinician, who is the office director and the direct supervisor of this role, on this task. This position must ensure that all necessary information is received from the court and is responsible to obtain any missing information. This position will need to regularly enter information into two databases, ACCESS and the current DMHAS data system, and will need to search criminal justice and department of corrections databases. This position is responsible to proofread, edit, format, print and make copies of reports and to ensure timely delivery of reports to court. This position may also provide transcription services to clinical staff. This position is also responsible for the writing and sending of all continuance, appointment, transfer and other related letters to the court, attorney's and other DMHAS, state and non-state systems, as well as faxing or sending documents to other agencies following court proceedings. This position will be the point person for contact with the courts, attorney's, defendants and various treatment facilities (e.g - Whiting/CVH, LMHA's, substance use treatment facilities). This position identifies needs for interpretive or other special services for all defendants for whom court orders are received and makes appropriate arrangements. This position is responsible for general office management, such as supply ordering. This position receives and distributes incoming mail and faxes

Knowledge, Skills and Abilities:

Considerable knowledge of proper grammar, punctuation and spelling; ability to operate office equipment; knowledge of Microsoft Office.

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 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).

DMHAS/Office of the Commissioner
Human Resources
410 Capitol Avenue, 4th Floor
Hartford, CT 06106
MHAOCHR@ct.gov / Fax: (860) 730-8355

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. (NP-3)